



INDIAN ACCOUNTING ASSOCIATION

(www.indianaccounting.org)

Prof G Soral
President

Prof Sanjay Bhayani
General Secretary

September 14, 2021

Dear fellow IAA Member,

Sub: NEP-based Curriculum proposed by IAA

You will be glad to know that having inspired by the NEP 2020, IAA took a major initiative to propose a Model Curriculum for Bachelor of Accounting (3 and 4 yrs degree), Master of Accounting, Job-oriented, Add-on and Certificate Courses in accounting discipline. The model imbibes many recommendations of the NEP such as Vocational & Skill Orientation, Holistic and flexible curriculum, Multidisciplinary & Choice based credit system etc. A copy of the model curriculum is attached for your ready reference.

Accounting to be recognised as a separate discipline is the need of the hour. The model curriculum paves the way for the same. Let the IAA fraternity join hands in implementing the proposed curriculum in the institutions across India and help achieve the cherished target.

We are sure that such an implementation would substantially benefit the student's community and uplift the stature of accounting education to be world-class.

Best regards,

Yours sincerely,

(G Soral)

(Sanjay Bhayani)

Encl.: IAA Model Curriculum Volume

MODEL CURRICULUM

IN

ACCOUNTING

(in consonance with National Education Policy 2020)



Indian Accounting Association

(www.indianaccounting.org)



Report of the Committee

Over the last fifty years Accounting has made great strides as an academic discipline. It is recognized as a discipline in the USA, Canada, Australia, New Zealand, China, Japan and many other countries in Europe, Asia and Africa. Universities offer Bachelor of Accounting and Master of Accounting degrees there. In India, Accounting courses are taught at school level by all Senior Secondary Boards including the Central Board of Secondary Education at Senior Secondary level under Commerce specialisation. In higher education, most of the public universities and private universities teach Accounting courses at Bachelor degree (B Com) and Master degree (M Com) levels in the Faculty of Commerce. Accounting courses are also taught in Management Programmes at Bachelor degree (BBA and BMS) and Master degree (MBA and MBS) levels. Besides to qualify for the membership of the Institute of Chartered Accountants of India (ICAI), the Institute of Cost Accountants of India (ICAI), the Institute of Company Secretaries of India (ICSI), etc., the students study Accounting courses.

The New Education Policy 2020

The New Education Policy of Government of India has proposed the revision and revamping of all aspects of the education structure, including its regulation and governance, to create a new system that is aligned with the aspirational goals of 21st Century education, while remaining consistent with India's traditions and value system. It lays special emphasis on development of creative potential of each individual, in all its richness and complexity, development of not only cognitive skills - both foundational skills of literacy and numeracy and higher-order cognitive skills, such as critical thinking and problem solving – but also social and emotional skills, including cultural awareness and empathy, perseverance and grit, teamwork, leadership, communication, among others.

For achieving the above goals, it emphasises upon holistic and flexible curriculum with creative combination of multi-disciplinary subjects and integration of vocational education to 21st Century skills, mathematical thinking and scientific temper, without rigid separation between Arts & Sciences, curricular and extracurricular activities and vocational and academic streams.

It suggests under graduate education of 3 to 4 years with Certificate after one-year, Advanced diploma after two years, Bachelor degree after three years and Bachelor degree with research after four years and further post graduate education of 1 to 2 years, with the provision of multiple entry and exit points, and credits to be stored, transferred and counted towards degree.

This paradigm shift in the Policy provides an opportunity to all disciplines including Accounting to gear up and redesign the courses of study, teaching learning environment and strategies to meet the above expectations.

Indian Accounting Association:

The Indian Accounting Association (www.indianaccounting.org), a vibrant body of academics, professionals and practitioners from Business, Industry and Government, actively interested in the advancement and dissemination of Accounting knowledge, believing that research on continuing basis is imperative for bridging the gap between theory and practice of Accounting and for raising the exalted status of Accounting, as a discipline and as a practice both. The Association was registered as an Association (having Registration number 1426 of 1968-69 under the Societies Registration Act No 21 of 1860) on 15th March 1969 at Lucknow (U.P. - India). The inaugural ceremony of the Association was performed by Shri N K Bhattacharya, the then Accountant General of Uttar Pradesh on 14th of February, 1970. Shri Raghu Nath Rai, one of the leading Chartered Accountants of New Delhi, was elected as the first President of the Association.

Starting with its First Conference at the Banaras Hindu University, Varanasi in 1970, the Association has held 42 Annual Conferences in various parts of the country to encourage members to conduct



research, disseminate the research findings in the form of research papers at the technical sessions and strive for achieving academic excellence. These Conferences of the Association have attracted a large number of members from across the country and abroad. The IAA has a network of 56 branches with more than 7,100 life members from various parts of the country. In 1989-90, IAA Research Foundation was founded under the West Bengal Societies Registration Act, 1961 (having registration No. S/63876 of 1989-90) as an independent Association of accounting educators, professionals and practitioners for furtherance of research in accounting and allied subjects in India and abroad. IAA Research Foundation at Kolkata (www.iaarf.in) is an affiliate of the IAA.

To disseminate and give wider publicity to research findings, IAA has been publishing a biannual research journal *Indian Journal of Accounting* in the months of June and December since 1970. Similarly, IAA Research Foundation has been publishing in June and December in each year since 1997 *Indian Accounting Review* (www.journal.iaarf.in), an international refereed and peer-reviewed journal in Accounting and Finance. The Association gives 'IAA Young Researcher Award' and 'IAA fellowship' in recognition of research and academic excellence. A competition 'National Accounting Talent Search (NATS)' is organised every year by the Association at Junior level for undergraduate students and at senior level for post graduate and professional qualification holders upto the age of 25 years since 2009 and gives cash awards and trophies to those who score high in the competition and multicoloured laminated certificates to all participants to motivate and promote young talent in the discipline.

The Indian Accounting Association (IAA) has been affiliated to the International Association for Accounting Education and Research (IAAER). It is also an Associate of the American Accounting Association (AAA). Similarly, AAA recognises as its Associates many other national accounting associations the world over. IAA is thus, held in high esteem by the AAA and national Accounting Associations of other countries for its contributions towards the advancement of the frontiers of knowledge in accounting and allied subjects.

IAA Vision of Accounting Education in India

The vision of the IAA on Accounting education in India emphasises that:

* Accounting education, embedded with practice, shall produce scholars, researchers, thinkers and practitioners well-versed in the knowledge and understanding of the theory and practice of Accounting and professional ethics, effective communicators and leaders, with sound exposure to technology, to drive the future growth of the discipline and profession.

* The Accounting education in India shall be comparable with the best in the world.



In the light of the New Education Policy 2020 and the Vision of the IAA on Accounting education in India, this Committee was set up by the Executive Committee of the Association on 20th July 2020 to develop a 'Model Curriculum of Accounting' for the award of Bachelor of Accounting, Master of Accounting and other Qualifications for promoting excellence in the discipline.

The United Nations Conference on Trade and Development Report

The United Nations Conference on Trade and Development 'Guideline for a global accounting curriculum and other qualification requirements' (Report TD/B/COM.2/ISAR/5 - dated 28th December 1998), developed for the benefit of the international community as a whole in order to promote global harmonization of professional qualification requirements, close the gaps in national education systems and to establish a benchmark, concurring with the IFAC's recommended core subjects in accounting and accounting-related knowledge as: financial accounting and reporting; management accounting; taxation; business and commercial laws; external and internal auditing; finance and financial management; and professional ethics; had emphasized upon intellectual skills, interpersonal skills, communication skills and information and technology skills for meeting their essential function of obtaining, analysing, interpreting, synthesizing, evaluating and communicating information.

The Committee has worked over the last ten months focusing on the New Education Policy 2020, the Vision of the IAA on Accounting education in India, the United Nations Conference on Trade and Development guidelines, and the Accounting education curriculums in various universities in India and abroad for developing a Model Curriculum of Accounting. The 'Model Curriculum in Accounting' is appended with the report.

The model curriculum however, may merely be the starting point for a university wishing to bring its curriculum and qualifications into line with the global requirements. The relevant authorities in each university would be expected to develop their curriculum on the basis of the Model Curriculum and indicate the time to be spent and the pattern of the examination for each course. An Accounting Laboratory also has to be set up for the development of technical skills among the students.

The 'assessments of knowledge and skill' should measure more than just theoretical knowledge. Candidates should be able to demonstrate that they have a sound technical knowledge of specific subjects of the curriculum, have the ability to apply technical knowledge in an analytical and practical manner, are able to extract from various subjects, the knowledge required to solve multiple topic problems, can identify information relevant to a particular problem by distinguishing the relevant from the irrelevant in a given body of data, are able in multi-problem situations to identify the problems and rank them in the order in which they need to be addressed, appreciate that there can be alternative solutions and apply their judgment in dealing with these, have the ability to integrate diverse areas of knowledge and skills, communicate effectively to the user by formulating realistic recommendations in a concise and logical fashion, and, have understanding of the ethical requirements of the profession.

Financial and technological innovations are being introduced at an increasingly rapid rate and are major drivers of globalization of the economies. Thus, the qualifications may only meet the entry requirements for the jobs. To function in the global environment, the educators and the professionals in Accounting must have to engage in 'continuing education' to improve their knowledge and skills both.



Acknowledgements

The Committee places on record its gratefulness to the academics from various Universities in India and other countries for providing copies of the curriculums of their universities and scanning through the repeated drafts of curriculums sent to them for their observations and for making very useful suggestions for the improvement.

The Committee is highly grateful to Professor Girdhar Soral, Former Professor, Head, Chairman Faculty of Commerce and Dean PG Studies, Mohanlal Sukhadia University, Udaipur and President IAA, Professor Bhabatosh Banerjee, Former Professor, Head and Dean of Commerce and Management, University of Calcutta, Kolkata and former President, IAA, Professor Udai Lal Paliwal, Professor, Head and Dean of Commerce, Nirma University, Ahmedabad and former Associate Professor, Head and Dean of Economics and Management Science, Namibia University, Windhoek Namibia, Vice Chancellor, Kigali University, Kigali, Rwanda, Professor Sanjay Kallapur, Senior Professor of Accounting, Indian School of Business, Hyderabad and former Associate Professor of Accounting, Purdue University, USA, Professor N M Khandelwal, former Professor, Head and Dean, Saurashtra University, Rajkot and Past President of IAA, and Professor Ranjan K Bal, former Professor, Head and Director, Utkal University, Bhubaneswar and Past President of IAA for their participation in deliberations of the Committee through all zoom meetings, scanning the repeated drafts of the Curriculum sent to them and making very valuable observations and suggestions. Their contributions have been immensely valuable to the Committee.

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Past President Indian Accounting Association.

Member

20th May 2021



Preface

The IAA Model Curriculum in Accounting is outcome of the resolution at the meeting of Indian Accounting Association Executive Committee at Jodhpur on 28th December 2019. As a follow up of the deliberations at the meeting and pursuant to IAA Executive Committee Resolution No 11.2 dated 28th December 2019, a committee was constituted on March 2, 2020 to prepare a framework for developing Accounting as a distinct and unique discipline and specialized body of knowledge'. The members of the Committee deliberated on the issue over a long period of time and placed the complete range of views expressed before the IAA Executive Committee.

As a follow up of the above deliberations, a Committee was set up by the Indian Accounting Association on 20th July 2020 to develop a Model Curriculum in Accounting. In the meantime, the National Education Policy 2020 (NEP 2020), that outlines the vision of India's new education system was approved by the Cabinet of Government of India on 29th July, 2020.

The NEP 2020 aiming to increase the Gross Enrolment Ratio in higher education including vocational education in the country from 26.3% (2018) to 50% by 2035 adding 3.5 Crore new seats in higher education institutions envisaged broad-based, multi-disciplinary, holistic under graduate education with flexible curricula, creative combinations of subjects, integration of vocational education, and multiple entry and exit options with appropriate certification, under graduate education of 3 or 4 years, Certificate after 1-year, Advanced Diploma after 2 years, Bachelor's Degree after 3 years and Bachelor's with Research after 4 years. The NEP also envisaged an Academic Bank of Credit for digitally storing academic credits earned from different higher education institutions so that these can be transferred and counted towards final degree earned, multidisciplinary education and research universities, as models of best multidisciplinary education of global standards, and creating the national research foundation for fostering a strong research culture and building research capacity across higher education.

The Committee's proceedings thus, were inspired by the resolution of the IAA Executive Committee to prepare a framework for developing Accounting as a distinct and unique discipline and specialized body of knowledge' and the vision of the NEP 2020.

The Committee sourced curricula of Accounting courses from various universities in India and leading foreign countries and the curricula of examinations leading to membership of various professional bodies in India and in foreign countries for the use of members as source material. Seminars and discussion sessions were organised at various places to understand from the teaching faculty and other stakeholders the contemporary trends, challenges and requirements of the user groups.

Earlier in 2019, the UGC had issued guidelines for 'Minimum Course Curriculum for Undergraduate Courses Under Choice Based Credit System'. In the meantime, the University Grants Commission had also published two modules one containing 'Learning Outcomes-based Curriculum Framework (LOCF) for Commerce B. Com. (Hons.) 2021' and the other 'Learning Outcomes-based Curriculum Framework (LOCF) for Commerce B. Com. 2021'. The Committee adopted some of the suitable features from these UGC modules also.



From the above exercise, the structure of the Model Curriculum in Accounting providing features of _broad based, multi-disciplinary, holistic under graduate education with flexible curricula, creative combinations of subjects, integration of vocational education and multiple entry and exit points with appropriate certification, with under graduate education of 3 or 4 years, Certificate after 1-year, Advanced Diploma after 2 years, Bachelor's Degree after 3 years and Bachelor's with Research after 4 years' was developed for Bachelor of Accounting, Master of Accounting (1 year), Master of Accounting (2 years) Diploma in Accounting, Certificates courses in Accounting and Post graduate Certificate Courses in Accounting was developed.

The process of developing the Curriculum was a reflective exercise, based on careful consideration of the philosophy of teaching, contemporary expectations and requirements of society and business for accounting services, features of Accounting as a discipline, importance of different courses, how each course fits in the discipline, topics to be covered, assignments to be given, and so on. For this in-depth discussion sessions were held and the contents of various courses of study were fine-tuned at seven virtual meetings of the Committee of 3 hours each (13th August 2020, 25th August 2020, 5th September 2020, 18th September 2020 6th October 2020, 5th November 2020 and 16th January 2020) using zoom application. The advisors to the Committee, President of IAA, past presidents of IAA and senior faculty members were also invited to participate in the discussions at the meetings, besides the members to enrich the deliberations by their contributions. Thus, the Exposure draft of the IAA Model Curriculum in Accounting containing various courses of study as above was finalised on 22nd January 2021.

Copies of the Exposure draft were sent to all past presidents of IAA, members of the executive of IAA, Deans and senior faculty members in various universities in India and abroad, besides the special invitees to the meetings of the Committee. The Exposure draft was put on the website of the Indian Accounting Association (<https://www.indianaccounting.org>) for two months February and March 2021 with a view to ensuring its wider exposure and acceptance among members of the Indian Accounting Association, teaching faculty in different universities, professional accountants and other stakeholders. Observations and suggestions were invited from all concerned persons.

The observations and suggestions received from various sources were considered by the Committee at its three virtual meetings of three hours each (23rd March 2021, 9th April 2021 and 20th April 2021) using zoom application. Modifications for improvement were made in the content of various courses of study after thorough discussions at these sessions and the final draft of the IAA Model Curriculum in Accounting was given a shape.

The Committee humbly places the Model Curriculum in Accounting in the domain of teaching fraternity in university departments in India and in foreign universities with the fervent hope that the Curriculum leading to various qualifications will be useful in achieving the objectives envisaged.



Executive Summary

The IAA Model Curriculum contains curriculums for Bachelor of Accounting Research, Master of Accounting (1 year), Master of Accounting (2 Years), Add on Courses, Job Oriented Diploma/Certificate Courses in Accounting, Certificate Courses in Various sub-segments of Accounting and Post Graduate Certificate Courses in sub-segments of Accounting qualifications.

Bachelor of Accounting Research:

Bachelor of Accounting Research is a four-year, 196 credit qualification, offering a choice of 19 core courses, 11 ability enhancement compulsory courses, 5 skill enhancement courses and 14 discipline specific courses. The objective of the qualification is to equip students with specialised knowledge, skills, attitude and competence needed for academic excellence and professional behaviour expected of a graduate entering the profession of accountancy, by enhancing their knowledge of the methods and techniques relevant to Accountancy, including specific competence in the fields of accounting and external reporting, auditing and assurance, cost accounting and management decision making and control and taxation, as well as the understanding of applying such knowledge.

Providing for multiple entry and exit options with appropriate certification, under graduate education of 3 or 4 years a student qualifying at Semester I and II examinations shall be awarded ‘Certificate in Accounting’, thereafter on qualifying at III and IV semesters’ examinations shall be awarded ‘Advanced Diploma in Accounting’, thereafter on qualifying at V and VI Semesters’ examinations shall be awarded ‘Bachelor of Accounting Degree’ and further thereafter on qualifying at VII and VIII semesters’ examinations shall be awarded ‘Bachelor of Accounting Research Degree’.

Master of Accounting (1 Year):

Master of Accounting (1 Year) is a 2 semester, 48 credits qualification, containing 5 core courses, 2 ability enhancement compulsory courses, 1 skill enhancement course and 2 discipline specific courses (choice of any 1 group of 2 courses out of 5 discipline specific courses groups) in I semester. A student qualifying at ‘Bachelor of Accounting Research’ shall be eligible for admission to the Master of Accounting (1 Year). The objective of the qualification is to expose the student to higher-level knowledge in the fields of financial accounting, cost accounting, management accounting, taxation, auditing and assurance and finance to continue their professional growth and also develop analytical skills, interpersonal skills, effective oral and written communication skills, problem solving skills, capability to critically evaluate the literature and thereby develop researchers capable of contributing to the advancement of knowledge in the chosen field.

Master of Accounting (2 Years):

Master of Accounting (2 Years) is a 4 semester, 96 credits qualification, containing 8 core courses, 2 ability enhancement compulsory courses, 5 skill enhancement courses and 3



discipline specific courses (choice of any 1 group of 2 courses out of 5 discipline specific courses groups) in III semester. A student with three years Bachelor degree in any discipline shall be eligible for admission to the Master of Accounting (2 years) qualification. The objective of the qualification is to expose the student to higher-level knowledge in the fields of financial accounting, cost accounting, management accounting, taxation, auditing and assurance and finance. To facilitate migration of students from disciplines other than accounting, provision of Bridge Course has been made. The Bridge course contains 4 courses providing basic essential knowledge of the four core areas of accounting discipline. Development of research capability among the students also forms an important part of the qualification.

Add-On Courses:

Eight, one semester courses containing 2 papers each, covering important areas of knowledge in accounting discipline are included as add-on courses. A student from any discipline registered for Bachelor degree of the university shall be eligible to offer and qualify at one or more Add-On Courses during bachelor degree. The objective of the Add-On Courses is to provide choice to bachelor degree students to acquire useful knowledge in accounting area, enhance job opportunity and earn extra credits.

Job Oriented Certificate and Diploma Courses:

The Curriculum provides 4 Job Oriented certificate courses of 2 semesters with 16 credits each in specialized fields of Accounting and Taxation and one 4 semesters and 68 credits Diploma course in Accounting and Taxation. A student qualifying at the Senior Secondary Examination of a recognized Board of Secondary Education shall be eligible for admission to any one of the Job Oriented Certificate courses and the Diploma Course. The objective of these qualifications is to provide essential knowledge of theory and practice of Financial Accounting, Cost Accounting, Goods and Services Tax, Income Tax and Data Analysis Techniques and equip the students with skills and proficiency in the application of digital technology in accounting, taxation and data analysis, and make them capable to seek a job in business enterprise in the accounting, taxation and data analysis fields or set up their own enterprise and provide consultancy in accounting, taxation and data analysis.

Post graduate Certificate Courses:

The Model Curriculum offers a choice of 10 post graduate, 2 semesters each, 16 credit certificate courses in different specialised areas of Accounting, Taxation and Finance. All these certificate courses are job oriented. A student with Bachelor degree of three years in any discipline from a recognized university shall be eligible for admission to a post graduate certificate course. This qualification aims at providing high level contemporary knowledge and skills to the students in the specialised areas in Accounting, Taxation and Finance and equip them to handle the accounting, taxation and finance related work in a business organisation by seeking employment in some business establishment or establish a consultancy in the field.



Structure and contents of courses:

Accepting that the primary motivation for contemporary students is to acquire knowledge, skills and values to be successful in their chosen careers, the courses of study for different qualifications are developed accordingly. The Curricula in different disciplines are also developed in different formats as per their specific requirements. However, the Curriculum in Accounting was developed in the standard format that provided four details in respect of each course, viz., objective of the course, contents of the course, course exit learning outcomes and suggested readings.

After giving title of the course, the course objective briefly stated what the course aimed at. The course contents have been designed to include the items of study considered essential for the acquisition of technical knowledge of domain needed for developing expertise and to thrive in the profession and in life, including the hard skills and soft skills, critical thinking skills and leadership skills, expertise and talent needed to develop ability to plan, execute and succeed in a job or task, and essential values with regard to the target profession and also with regard to life. The course exit learning outcomes succinctly specify what after completion of the course the student will be able to demonstrate. Suggested readings list the standard text books and reference books on the subject of study in the course, arranged in alphabetical order of second name of the first/single author.

Research

As per the New Education Policy 2020 —knowledge creation and research are critical in growing and sustaining a large and vibrant economy, uplifting society, and continuously inspiring a nation to achieve even greater heights. In this light, courses of scientific research methods, contemporary research issues including global research in accounting and development of research report form essential ingredients for bachelor degree as well as Master degree programmes.

Skill Development:

Accounting being a service-oriented profession, skill development has been emphasised in all the courses of study in the Curriculum. Besides, in view of fast digitalisation of services and growing application of information technology in the field of Accounting, establishment of a well-equipped ‘Accounting Laboratory’ in every institution and teaching of various application-oriented courses using the software and hardware provided in the Accounting Laboratory has been made an integral part of the Curriculum. Considering the contemporary requirement of the Accounting courses, the hardware and software requirements for the Accounting Laboratory has been specified in the Curriculum.

Pedagogy and Assessment

Effective learning requires a comprehensive approach that involves appropriate curriculum, engaging pedagogy, continuous formative assessment, and student support. Appropriate pedagogy for teaching and learning and assessment methods have been suggested in the Curriculum.



Highlights of the Model Curriculum:

Important highlights of the model curriculum may be briefly narrated as under:

- The IAA model curriculum imbibes features like _broad based, multi-disciplinary, holistic under graduate education with flexible curricula, creative combinations of subjects, integration of vocational education and multiple entry and exit points with appropriate certification as per the vision document of National Education Policy 2020.
- The IAA model curriculum offers a comprehensive bouquet of qualifications which includes Certificate in Accounting, Advanced Diploma in Accounting, Bachelor of Accounting, Bachelor of Accounting Research, Master of Accounting 1 year, Master of Accounting 2 years, Diploma in Accounting and Taxation, Certificate in Accounting, Certificate in Taxation, Certificate in Data Analysis and Post graduate Certificates in specialized areas of Accounting and Taxation.
- The curriculum contains a creative combination of courses from accounting discipline to equip the students with specialized knowledge of accounting discipline, essential skills, values and competencies needed for academic excellence and professional development.
- Every course in the Curriculum has been structured with engaging, relevant and updated contents as per the course objectives and targeted to achieve specified course exit learning outcomes supported with standard updated suggested readings.
- The Curriculum provides choice of generic electives from other unrelated disciplines including, natural sciences, social sciences humanities, fine arts, performing arts, etc.
- The Curriculum for under graduate qualifications in Accounting is based on Choice Based Credit System offering choice among 19 Core courses, 11 Ability Enhancement Core Courses, 5 Skill Enhancement courses, and 14 Discipline specific courses.
- The Curriculum for under graduate qualifications in Accounting provides for multiple entry and exit options with appropriate certification, which are Certificate in Accounting after 1-year, Advanced Diploma in Accounting after 2 years, Bachelor of Accounting after 3 years and Bachelor of Accounting Research after 4 years.
- The Curriculum for under graduate qualifications in Accounting lead to a degree with Research based on rigorous study of scientific research methods and a research project.
- Recognizing that the teaching-learning process in accounting is practice-based, establishment of an Accounting Laboratory equipped with essential infrastructure as per the requirement of the courses of study has been incorporated in the Curriculum for the benefit of institutions offering these courses.
- Given the explosive pace of technological development, a course on Industrial Revolution 4.0 Technologies with applications in accounting such as artificial intelligence, machine learning, block chains, cloud computing, etc., have been included in the under graduate curriculum to keep the students updated with latest technologies and applications.
- Internship with some industries/commercial/service/professional organization/ government department for 4 weeks has been incorporated in under graduate qualification with the objective of providing students exposure to the world of work and honing their skills.
- Considering the need for development of creative potential, social and cultural awareness, team spirit, leadership qualities, communication skill among other qualities,



a course on verbal and written communication and soft skills has been provided. Establishment of a Language Laboratory with appropriate infrastructure has been emphasised for this purpose.

- The design of Master of Accounting degree 1 year and 2 years programmes has been kept flexible keeping in view the requirement of students from all streams including the 4 years bachelor degree with research in accounting, as well as 3 years bachelor degree in accounting or any other discipline.
- Bridge Courses have been provided to facilitate the entry of students with bachelor degree from other disciplines interested in Master degree in Accounting.
- Short term Job oriented Certificate/Diploma courses have been developed to attract students from all disciplines with a view to enhance job opportunities for them.
- Choice of Add-on Courses has been provided for undergraduate students from all disciplines for equipping them with essential knowledge and skills required for business-related work environment and make them job fit.
- The curriculum emphasises upon use of appropriate pedagogy to successfully impart the curricular material and ensure learning achievement for students.
- The curriculum emphasises upon regular formative assessment of 30% marks with breakup as, record - 10 marks, tests – 10 marks, presentation/group discussion/seminar – 5 marks and attendance – 5 marks and semester end examination of 70% marks for satisfactory learning outcome.



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| | MAcctg11.306T | Advanced Tax Planning and Tax Management | 123 |
| | MAcctg11.405C | Strategic Performance Management | 126 |
| | MAcctg11.406C | Risk Management | 129 |
| | MAcctg11.405Au | Standard on Audit | 132 |
| | MAcctg11.406Au | Information System Audit | 134 |
| II | MAcctg12.01 | Contemporary Issues in Accounting | 136 |
| | MAcctg12.02 | Research Report (Thesis) | 137 |

MASTER OF ACCOUNTING (2 YEARS)

| Semester | Course No. | Title | Page No. |
|----------|-------------|--|----------|
| I | MAcctg21.01 | Research Methodology | 139 |
| | MAcctg21.02 | Business Analytics | 142 |
| | MAcctg21.03 | Innovations in Technology for Accounting and Finance | 144 |
| | MAcctg21.04 | Government Accounting and Auditing | 146 |



| | | | |
|-----|---------------|---|-----|
| | MAcctg21.05 | Auditing, Assurance and Standards of Audit | 148 |
| | MAcctg21.06 | Security Analysis and Portfolio Management | 150 |
| | MAcctg21.S1 | Financial and Corporate Accounting | 152 |
| | MAcctg21.S2 | Cost & Management Accounting | 155 |
| | MAcctg21.S3 | Taxation | 159 |
| | MAcctg21.S4 | Principles and Practice of Auditing | 162 |
| II | MAcctg22.01 | Global Research in Accounting | 164 |
| | MAcctg22.02 | Data Analysis Techniques | 166 |
| | MAcctg22.03 | Dissertation in accounting | 168 |
| III | MAcctg23.01 | Advanced Financial Accounting | 170 |
| | MAcctg23.02 | Cost Audit, Standards and Management Audit | 172 |
| | MAcctg23.03 | Financial Planning, Budgeting and Valuation | 174 |
| | MAcctg23.04 | Forensic Accounting, Auditing and Investigation | 177 |
| | MAcctg23.05A | Accounting for Financial Instruments | 180 |
| | MAcctg23.06A | Accounting for Financial Institutions | 182 |
| | MAcctg23.05F | Behavioural Finance | 184 |
| | MAcctg23.05F | International Financial System | 186 |
| | MAcctg23.06F | Derivative Trading | 189 |
| | MAcctg23.05T | International Taxation | 192 |
| | MAcctg23.06T | Advanced Tax Planning and Tax Management | 194 |
| | MAcctg23.05C | Strategic Performance Management | 197 |
| | MAcctg23.06C | Risk Management | 200 |
| | MAcctg23.05Au | Standards on Audit | 203 |
| | MAcctg23.06Au | Information System Audit | 205 |
| IV | MAcctg24.05 | Contemporary Issues in Accounting | 207 |
| | MAcctg24.06 | Research Report (Thesis) | 208 |

ADD-ON COURSES

| Course | Paper No. | Title | Page No. |
|---|-----------|--|----------|
| 1. Insurance Business | AOC1.01 | Life Insurance Business | 210 |
| | AOC1.02 | General Insurance Business | 211 |
| 2. Computerised Financial Accounting | AOC2.01 | Computerised Financial Accounting | 213 |
| | AOC2.02 | Computerised Financial Accounting Operations | 215 |
| 3. Computerised Statistical Data Analysis | AOC3.01 | Statistical Data Analysis Techniques | 217 |
| | AOC3.02 | Computerised Statistical Data Analysis | 218 |
| 4. Micro Finance Business | AOC4.01 | Micro Finance | 220 |
| | AOC4.02 | Micro Finance - Indian Experiences | 221 |
| 5. Security Analysis and Portfolio Management | AOC5.01 | Security Analysis | 223 |
| | AOC5.02 | Portfolio Management | 224 |



| | | | |
|---|---------|--|-----|
| 6. Electronic Banking and E Payment Operations | AOC6.01 | Electronic Banking | 226 |
| | AOC6.02 | Electronic Banking in Practice | 227 |
| 7. Goods and Services Tax - Law, Accounting and Documentation | AOC7.01 | Goods and Services Tax Law and Practice | 229 |
| | AOC7.02 | Computerised Goods and Services Tax Accounting and Documentation | 230 |
| 8. Income Tax - Law, Accounting and Documentation | AOC8.01 | Income Tax Law and Practice | 233 |
| | AOC8.02 | Computerised Income Tax Accounting and Documentation | 234 |

JOB ORIENTED COURSE – ACCOUNTING & TAXATION

| Semester | Paper No | Title | Page No. |
|----------|------------|--|----------|
| I | JoCAT1.01 | English Language and Business Communication | 237 |
| | JoCAT 1.02 | Computerised Financial Accounting | 240 |
| | JoCAT 1.03 | Goods and Service Tax Law, Accounting & Documentation | 242 |
| | JoCAT 1.04 | Cost Accounting | 244 |
| II | JoCAT 2.01 | Computerised Financial Accounting | 246 |
| | JoCAT 2.02 | Company Accounts | 248 |
| | JoCAT 2.03 | Financial System and Financial Institutions | 249 |
| | JoCAT 2.04 | Computerised Goods and Services Tax Accounting and Documentation | 252 |
| III | JoCAT 3.01 | Income Tax Law and Accounting | 254 |
| | JoCAT 3.02 | Management Accounting | 256 |
| | JoCAT 3.03 | Statistical Data Analysis Techniques | 258 |
| | JoCAT 3.04 | Computerised Income Tax Accounting & Documentation | 260 |
| IV | JoCAT 4.01 | Computerised Statistical Data Analysis | 262 |
| | JoCAT 4.02 | Audit and Assurance Services | 264 |
| | JoCAT 4.03 | Advanced Cost and Management Accounting | 266 |
| | JoCAT 4.04 | Security Analysis and Portfolio Management | 268 |
| | JoCAT4.05 | Internship | 271 |

JOB ORIENTED CERTIFICATE COURSES

1. CERTIFICATE IN GOODS & SERVICES TAX

| Semester | Paper No | Title | Page No. |
|----------|-----------|--|----------|
| I | CGST 1.01 | Goods and Services Tax Law and Practice | 272 |
| | CGST 1.02 | Computerised Goods and Services Tax Accounting and Documentation | 274 |



2. CERTIFICATE IN INCOME TAX

| Semester | Paper No | Title | Page No. |
|----------|----------|--|----------|
| I | CIT 1.01 | Income Tax Law and Practice | 276 |
| | CIT 1.02 | Computerised Income Tax Accounting and Documentation | 278 |

3. CERTIFICATE IN COMPUTERISED ACCOUNTING

| Semester | Paper No | Title | Page No. |
|----------|----------|---------------------------------------|----------|
| I | CCA 1.01 | Computerised Financial Accounting I | 280 |
| | CCA 1.02 | Computerised Financial Accounting. II | 282 |

4. CERTIFICATE IN BUSINESS DATA ANALYSIS

| Semester | Paper No | Title | Page No. |
|----------|-----------|--|----------|
| I | CBDA 1.01 | Statistical Data Analysis Techniques | 285 |
| | CBDA 1.02 | Computerised Statistical Data Analysis | 287 |

POST GRADUATE CERTIFICATE COURSES

1. POST GRADUATE CERTIFICATE IN GOODS AND SERVICES TAX

| Semester | Course No. | Title | Page No. |
|----------|------------|---------------------------|----------|
| I | PGCGST1.01 | Goods and Service Tax I | 290 |
| | PGCGST1.02 | Goods and Service Tax II | 291 |
| II | PGCGST1.03 | Goods and Service Tax III | 292 |
| | PGCGST1.04 | Goods and Service Tax IV | 292 |

2. POST GRADUATE CERTIFICATE IN INCOME TAX

| Semester | Course No. | Title | Page No. |
|----------|------------|----------------|----------|
| I | PGCIT2.01 | Income Tax I | 295 |
| | PGCIT2.02 | Income Tax II | 296 |
| II | PGCIT2.03 | Income Tax III | 296 |
| | PGCIT2.04 | Income Tax IV | 297 |

3. POST GRADUATE CERTIFICATE IN GOVERNMENT ACCOUNTING AND AUDIT

| Semester | Course No. | Title | Page No. |
|----------|------------|--------------------------|----------|
| I | PGCGAA3.01 | Government Accounting I | 299 |
| | PGCGAA3.02 | Government Accounting II | 300 |
| II | PGCGAA3.03 | Government Audit I | 301 |
| | PGCGAA3.0 | Government Audit II | 302 |

4. POST GRADUATE CERTIFICATE IN FINANCIAL PLANNING AND WEALTH MANAGEMENT



| Semester | Course No. | Title | Page No. |
|----------|-------------|----------------------|----------|
| I | PGCFPWM4.01 | Financial Planning | 304 |
| | PGCFPWM4.02 | Security Analysis | 305 |
| II | PGCFPWM4.03 | Portfolio Analysis | 306 |
| | PGCFPWM4.04 | Portfolio Management | 306 |

5. POST GRADUATE CERTIFICATE IN ENTERPRISE RISK MANAGEMENT

| Semester | Course No. | Title | Page No. |
|----------|------------|----------------------------|----------|
| I | PGCERM5.01 | Enterprise Risk | 308 |
| | PGCERM5.02 | Enterprise Risk Management | 309 |
| II | PGCERM5.03 | Risk in Banking Sector | 310 |
| | PGCERM5.04 | Risk in Insurance Sector | 311 |

6. POST GRADUATE CERTIFICATE IN INTERNAL AUDIT

| Semester | Course No. | Title | Page No. |
|----------|------------|---------------------|----------|
| I | PGCIA6.01 | Essentials of Audit | 313 |
| | PGCIA6.02 | Internal Control | 314 |
| II | PGCIA6.03 | Internal Audit I | 315 |
| | PGCIA6.04 | Internal Audit II | 316 |

7. POST GRADUATE CERTIFICATE IN FORENSIC ACCOUNTING AND FRAUD DETECTION

| Semester | Course No. | Title | Page No. |
|----------|-------------|---|----------|
| I | PGCFAFD7.01 | Financial Frauds | 318 |
| | PGCFAFD7.02 | Financial Fraud Investigation, & Accounting | 319 |
| II | PGCFAFD7.03 | Cyber Crimes | 320 |
| | PGCFAFD7.04 | Cyber Crime Investigation and Forensic | 321 |

8. POST GRADUATE CERTIFICATE IN ACCOUNTING STANDARDS (IND AS AND IFRS)

| Semester | Course No. | Title | Page No. |
|----------|------------|------------|----------|
| I | PGC8.01 | Ind AS I | 323 |
| | PGC8.02 | Ind AS II | 324 |
| II | PGC8.03 | Ind AS III | 324 |
| | PGC8.04 | Ind AS IV | 325 |

9. POST GRADUATE CERTIFICATE IN DERIVATIVE VALUATION AND TRADING

| Semester | Course No. | Title | Page No. |
|----------|------------|------------------------------|----------|
| I | PGCDVT9.01 | Derivatives | 327 |
| | PGCDVT9.02 | Derivative Trading | 328 |
| II | PGCDVT9.03 | Global Derivative Market | 329 |
| | PGCDVT9.04 | Currency Derivatives Trading | 330 |

**10. POST GRADUATE CERTIFICATE IN BUSINESS FINANCE**

| Semester | Course No. | Title | Page No. |
|----------|------------|--|----------|
| I | PGCBF10.01 | Business Environment | 332 |
| | PGCBF10.02 | Cost of Capital and Investment Decisions | 333 |
| II | PGCBF10.03 | Working Capital Management | 333 |
| | PGCBF10.04 | Management of Earnings & Off-Balance Sheet Finance | 334 |

| Title | Page No. |
|----------------------------------|----------|
| Pedagogy for Teaching - Learning | 336-338 |
| Assessment Methodology | 339 |



BACHELOR OF ACCOUNTING RESEARCH

Pre-requisite for admission: A student qualifying at the Senior Secondary level examination from a recognised School Board shall be eligible for admission to the course.

Qualification awarded: A student qualifying at Semester I and II examinations shall be awarded Certificate in Accounting, thereafter on qualifying at III and IV semesters' examinations shall be awarded Advanced Diploma in Accounting, thereafter on qualifying at V and VI Semesters' examinations shall be awarded Bachelor of Accounting Degree and thereafter on qualifying at VII and VIII semesters' examinations shall be awarded Bachelor of Accounting Research Degree.

Course Credits - Bachelor of Accounting Research

| Semesters | Paper 1 | Paper 2 | Paper 3 | Paper 4 | Paper 5 | Paper 6 | Paper 7 | Total Credit |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------|
| Semester I | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 28 |
| Semester II | 4 | 4 | 4 | 4 | 4 | 4 | -- | 24 |
| Total | 8 | 8 | 8 | 8 | 8 | 8 | 4 | 52 |
| Semester III | 4 | 4 | 4 | 4 | 4 | 4 | -- | 24 |
| Semester IV | 4 | 4 | 4 | 4 | 4 | 4 | | 24 |
| Total | 8 | 8 | 8 | 8 | 8 | 8 | | 48 |
| Semester V | 4 | 4 | 4 | 4 | 4 | 4 | | 24 |
| Semester VI | 4 | 4 | 4 | 4 | 4 | 4 | | 24 |
| Total | 8 | 8 | 8 | 8 | 8 | 8 | | 48 |
| Semester VII | 4 | 4 | 4 | 4 | 4 | 4 | -- | 24 |
| Semester VIII | 4 | 4 | 16 | - | - | - | -- | 24 |
| Total | 8 | 8 | 20 | 4 | 4 | 4 | -- | 48 |
| Grand Total | 32 | 32 | 44 | 28 | 28 | 28 | 4 | 196 |

Objectives of the qualification:

The qualification aims to:

Enhance the student's knowledge and understanding of the methods and techniques relevant to accountancy, including specific competencies in the fields of accounting and external reporting, auditing and assurance, management decision making and control, taxation, and financial management as well as understanding of how to apply such knowledge in a particular context,

The curriculum is designed to include and address all the mentioned competency areas, as well as to develop personal attributes, ethical behaviour and professionalism and life-long learning skills.

The curriculum compiled for this programme equips students with specialised knowledge, skills, attitudes and competencies needed for the professional behaviour and practices expected of a graduate proposing to enter the profession of accountancy.



Classification of Courses of Study Offered

| Semester | Core Courses (CC) | Ability Enhancement Compulsory Courses (AECC) | Skill Enhancement Courses (SEC) | Discipline Specific Elective Courses (DSE) | Generic Elective Courses (GE) |
|----------|------------------------------|---|---------------------------------|--|-------------------------------|
| I | 1.01 | 1.04, 1.05, 1.07 | 1.06 | 1.02, 1.03 | |
| II | 2.01 | 2.04, 2.05 | -- | 2.02, 2.03, 2.06 | |
| III | 3.01, 3.02, 3.03 | 3.04, 3.05 | -- | 3.06 | |
| IV | 4.01, 4.02, | 4.04, 4.05, | 4.06 | 4.03, 4.07 | |
| V | 5.01, 5.02, 5.04, 5.05, | -- | 5.07 | 5.03, 5.06 | |
| VI | 6.01, 6.02, 6.03, 6.04, 6.06 | -- | -- | 6.05, 6.07 | |
| VII | 7.04, 7.05 | 7.01 | 7.03 | 7.02, 7.06 | |
| VIII | 8.01 | 8.02 | 8.03 | -- | |

Notes:

(1) Discipline Specific Elective Course: A candidate can opt for any one Discipline Specific Elective (DSE) Course in Semesters IV, V and VI.

(2) Generic Elective: A candidate can opt for any one Generic Elective (GE) course from any unrelated discipline in place of one Discipline Specific Elective (DSE) course in either Semester I or in Semester II.

(3) Continuous Assessment: As per the UGC Guidelines there shall be Continuous Assessment in all courses of Bachelor of Accounting of 30% marks and Annual/Semester end Examination of 70% marks. The breakup of the Continuous Assessment 30% marks shall be, Record - 10 marks, Tests – 10 Marks, Presentation/Group Discussion/Seminar – 5 marks and Attendance – 5 Marks.

SEMESTER I

| Subjects | | No. of Credits | Max Marks | Lecture Hours | Tutorial Hours | Practical* Hours | Total Hours |
|---|------|----------------|-----------|---------------|----------------|------------------|-------------|
| 1. Financial Accounting I | CC | 4 | 100 | 30 | 4 | 30 | 64 |
| 2. Business Organisation and Management | DSE | 4 | 100 | 40 | 4 | 20 | 64 |
| 3. Business Economics | DSE | 4 | 100 | 50 | 4 | 10 | 64 |
| 4. Language - English, French, German, Italian, Spanish, etc. I (Any one) I | AECC | 4 | 100 | 40 | 20 | 4 | 64 |
| 5. Second Language I | AECC | 4 | 100 | 40 | 20 | 4 | 64 |



| | | | | | | | |
|------------------------|------|----|-----|-----|----|-----|-----|
| 6. Business Statistics | SEC | 4 | 100 | 30 | 4 | 30 | 64 |
| 7. Environment Studies | AECC | 4 | 100 | 45 | 0 | 5 | 50 |
| Total | | 28 | 700 | 275 | 56 | 103 | 434 |

Note: *The word practical in a course shall mean —teaching/evaluation of the course in Accounting Laboratory/Language laboratory, as applicable in the case.¶

PAPER BAacctg1.01 - FINANCIAL ACCOUNTING I

Course Objective:

The course aims to:

- *Provide conceptual knowledge of accounting and to lay foundation for future applications*

Course Contents:

Unit-I: Financial Accounting: Meaning, definition, functions, objectives, advantages, limitations; Book-keeping v/s accounting v/s accountancy, users of accounting information, important accounting terminology, principles of accounting – concepts and conventions. Voucher - meaning, preparation and presentation. Accounting standards - meaning, objectives - list of accounting standards issued by ASB.

Accounting Process: Branches of accounting, accounting cycle, systems of accounting, approaches to accounting. Types of accounts – Rules of debit and credit, Accounting equation, journal, ledger and trial balance

Unit-II: Subsidiary Journal Books: Meaning, need, types of subsidiary books – purchases book, purchases return book, sales books, sales return book, bills receivable book, bills payable book, cash book including petty cash book and journal proper.

Unit-III: Bank Reconciliation statements: Meaning, need, reasons for difference in bank balance as per cash book and pass book. Comparison entries in cash book and pass book and noting the differences in preparation of BRS under (a) Favourable balance (b) unfavourable (over draft) balance model, amendment or rectification of cash book.

Unit-IV: Rectification of errors and Depreciation: Meaning of capital, revenue and deferred revenue expenditure and capital and revenue receipts and their accounting treatment.

Rectification of errors: Types or errors: Rectification of errors (a) before trial balance is prepared (b) before preparing final accounts (c) after preparing final accounts.

Depreciation: Meaning, causes, need for depreciation, difference between depreciation, amortization and depletion, methods of problems on fixed instalment method and written down value method as approved by Income Tax Act.

Unit-V: - Final Accounts: Final accounts of sole proprietorship business - meaning of trader and manufacturer, preparation of (a) Manufacturing account (b) Trading account (c) Profit and loss account and (d) Balance sheet with adjustments, closing entries.

**Course Exit Learning Outcomes:**

After completion of this course the student will be able to demonstrate:

- Understanding of the concepts and process of accounting.*
- Ability to prepare various subsidiary books.*
- Understanding of the need to reconcile bank balance with cash book.*
- Ability to identify the errors and rectify them.*
- Understanding of the concept of depreciation and be able to calculate the same.*
- Ability to prepare final accounts of a sole proprietorship business.*

Suggested readings:

1. Batty, J. *Principles of Accounting*.
2. Gupta R. L. and Gupta, V.K. *Principles & Practice of Accounting*. Sultan Chand and Sons, New Delhi.
3. Grewal, T.S. *Introduction to Accountancy*. S. Chand and Co. New Delhi
4. Haneef and Mukherjee, *Accountancy-I*: Tata McGraw Hill Company.
5. Jain S.P. & Narang, K.L. *Accountancy-I*. Kalyani Publishers.
6. Jawaharlal Lal. *Financial Accounting*. Himalaya Publishing House.
7. Sehgal, Deepak. *Fundamentals of Financial Accounting*. Tax Mann Publication
8. Tulsian, *Accountancy-I*: Tata McGraw Hill Company.

Note: Latest edition of text books may be used.



PAPER BAacctg1.02 - BUSINESS ORGANIZATION AND MANAGEMENT

Course Objective:

The course aims to:

- Provide basic knowledge to the students about organization and management of a business enterprise.

Course Contents:

Unit I: Introduction: Meaning and definition of business, business objectives, business and environment interface. Structure of Indian Industry - Manufacturing and Service Sectors, Impact of Liberalization and Globalization and Privatisation - Start-Ups; Make in India and Skill Development Movement - Multinational/Transnational Corporations - Social Responsibility and Ethics - Concepts of Corporate Governance, Transparency and Disclosure, Sustainable Development – Inclusive Growth – Demographic Dividend

Unit II: Decision Making for setting up a Business Organization (Basic Conceptual framework only)

Choice of Form of Organisation: Sole Proprietorship, Joint Hindu Family Firm, Partnership firm, Joint Stock Company, Cooperative society

Sources of finance: Legal structure and sources of finance-Short term finance and long-term finance-Internal sources - External sources -Factors influencing the sources of finance-Selecting the source of finance

Location of Business Units: Meaning, Importance, and Factors Affecting Location – Basic Theories of Location

Human Resource Management: HR planning, recruitment, selection, placement, performance appraisal, training and HR development, talent management, virtual workspace

Marketing Management: Marketing Concept; Marketing Mix; 4 Ps of Marketing, Product Life Cycle; Pricing Policies and Practices

Operation Management: Operations function, decision making in operations, product design, process selection, facilities decision, inventory management, quality planning and control. Six sigma, Total quality management.

Unit III: Nature and Scope of Management: Concept of Management, Management as a Science and as an Art, Levels of Management, Role and Responsibility of Management, Administration vs Management. Evolution of Management Thought–Classical, Neo-Classical and Modern

Major Theories of Management: Scientific Management (F. W. Taylor), Administrative Management (Henry Fayal), Behavioural Theory (Elton Mayo).

Unit IV: Functions of Management [POSDCORB]-Planning: Nature, Objectives, Types and Levels, Process of Planning, Planning Premises and Forecasting, MBO, Decision Making. **Organizing:** Concept, Forms of Organizational Structure, Combining Jobs: Departmentalization, Span of Control, Delegation of Authority, Authority & Responsibility. **Staffing:** Concept; Overview of - Manpower Planning, Job Design, Recruitment & Selection, Training & Development, Performance Appraisal. **Directing:** Concept - Direction and Supervision.



Controlling: Concept, Types of Control, and Controlling Techniques - Steps in the process, advantages, limitations, obstacles, essentials of a good plan. Management by Objectives: SWOT Analysis

Unit V: Recent Paradigm Shifts and Trends in Business Strategies and Management Practices and Trends in Business Organization: Globalization- Global versus Local- Diversity- Heterogeneity versus Homogeneity- Flexibility- Flexibility versus Stability- Centralization versus Decentralization Flat- Networks- Interdependence versus Independence, recent trends in HR management. Franchising, Outsourcing, and E-Commerce.

Trends in Management: Business Management from Home, Work from Home (WFH), Hiring Remote Workers; More Millennials in Business Leadership Roles- ‘Collaborative’ vs ‘Command’ Styles for Careers in Business Management-Continuing Digitization of the Business World

Course Exit Learning Outcomes:

On completion of this course, the students will be able to:

- Understand the concepts related to Business.*
- Demonstrate the roles, skills and functions of management.*
- Analyse effective application of practical knowledge to diagnose and solve organizational problems and develop optimal managerial decisions.*
- Understand the complexities associated with management of human resources in the organizations and integrate the learning in handling these complexities.*
- Analyze and critically evaluate case studies in at least one of the topic areas, including its relevance to course topics.*
- Contribute to a team project in an effective manner.*

Suggested Readings:

1. Basu, C. R. *Business Organization and Management*, McGraw Hill Education.
2. Buskirk, R.H., et al; *Concepts of Business: An Introduction to Business System*. Dryden Press, New York.
3. Chhabra, T.N. *Business Organisation and Management*. Sun India Publications, New Delhi,
4. Ghuman, K & Aswathapa, K. *Management Concepts and Cases*. Tata McGraw Hills, New Delhi.
5. Gupta C. B. *Modern Business Organisation*. Mayur Paperbacks, New Delhi
6. Jim, Barry, John Chandler, Heather Clark; *Organisation and Management*, Cengage Learning.
7. Kaul, V.K. *Business Organisation and Management*, Pearson Education. New Delhi
8. Koontz, H, & Weihrich, H. *Essentials of Management: An International Perspective*. Tata McGraw Hills, New Delhi.
9. Koontz and Weihrich, *Essentials of Management*. McGraw Hill Education.
10. Ramaswamy, I. *Principles of Business Management*. Himalaya Publishing House, New Delhi.
11. Robbins, S. *Management*. Pearson Education, New Delhi.



12. Shankar, Gauri. *Modern Business Organisation*. Mahavir Book Depot, New Delhi.
13. Singh, B.P. & Chhabra, T.N. *Business Organisation and Management*. Sun India Publications, New Delhi.
14. Singh a B.P. and Singh, A.K. *Essentials of Management*. Excel Books
15. Telsan, M.T. *Industrial and Business Management*. S. Chand, New Delhi
16. Tulsian, P.C. *Business Organisation & Management*. Pearson Education, New Delhi.

Note: Latest edition of text books may be used.



PAPER BAacctg1.03 – BUSINESS ECONOMICS

Course Objectives:

The objectives of the course are to:

- Introduce economic concepts and principles which are useful in understanding the economic environment within which businesses and other organizations operate.*
- Help in understanding how consumers and firms make decisions and how they interact with each other in markets.*
- Cover supply and demand, consumer and firm behaviour, price determination and the operation of markets, situations of market failure, and the impact and role of government on the economy.*
- Help to understand and apply supply and demand analysis to relevant economic issues, apply marginal analysis to the “firm” under different market conditions, understand the Causes and consequences of different market structures*

Course Contents:

Unit I: Introduction – Economics- Microeconomics – Macroeconomics - Positive and Normative economics - Business Economics- Significance. Basic Concepts: Scarcity and Choice, Production Possibility Curve, Production Possibility Curve and the Central Problems of the Economy

Demand and Supply: The Concept of Demand and Demand Function, Law of Demand, Movements along the Demand Curve and Shifts in Demand Curves, The Concept of Supply and Supply Function, The Law of Supply, Movements along a Supply Curve Versus Shifts in Supply Curve, Market Equilibrium and Price Determination, Shifts in Demand and Supply

Elasticity of Demand and Supply: Price Elasticity of Demand, Degree of Price Elasticity of Demand, Determinants of Price elasticity of Demand, Measurement of Price Elasticity of Demand, Slope of Demand Curve and Elasticity of Demand, Income Elasticity of Demand, Cross Elasticity of Demand, Elasticity of Supply

Applications of Demand and Supply: Price Ceiling, Rent Control, Fluctuations in Agricultural Prices and Effects on Farmers’ Income

Unit II: Consumer Theory - Cardinal Utility Theory: The Concept of Utility, The Law of Diminishing Marginal Utility, Derivation of Demand Curve from Marginal Utility Schedule, The Law of Equi- Marginal Utility,

Ordinal Utility Analysis: The Concept of Ordinal Utility, Meaning of an Indifference Curve, Marginal Rate of Substitution, Properties of Indifference Curves, Exceptions to the Normal Shape of Indifference Curves, Budget Equation or Budget Line, Consumer’s Equilibrium, Income Effect, Substitution Effect, Price Effect, Normal Goods, Inferior and Giffen Goods, Derivation of Demand Curve from Price Consumption Curve

Unit III: Production - Concept of Production Function, Fixed and Variable Inputs and Short and Long Run, Total, Average and Marginal Products, Total, Average and Marginal Curves

The Law of Variable Proportions: Returns to a Factor, Isoquants, Characteristics or Properties of Isoquants, Returns to Scale, Economies and Diseconomies of Scale



Unit IV: Cost and Revenue - The Concept of Costs, Cost Functions-Short Run and Long Run, Theory of Cost in the Short Run, Short-Run Cost Curves, Long-Run Cost Curves

Equilibrium of the Firm: The Optimum Combination of Factors, Technical/Technological Change: Very Long Run, Concepts of Revenue, Relationship between Elasticity and Demand, Marginal, Revenue and Average Revenue

Unit V: Market Structures - Perfect competition: Equilibrium of the market. Long run industry supply: producer and consumer surplus. Applications: effects of taxes and subsidies.

Other Market Forms: Monopoly, Monopolistic competition, Oligopoly - their meaning and features. Simple Applications of Demand and Supply: Price ceiling, price floor.

Course Exit Learning Outcomes:

At the end of the course students should be able to:

- Demonstrate the ability to employ the “economic way of thinking.”*
- Reason out the factors that affect the demand for a good or service, describe the factors that affect the supply of a good or service and discuss the fact that a change in the price has a different impact on supply than a change in any other determinants.*
- Describe price elasticity of demand and calculate the price elasticity of the demand of different goods.*
- Explain the concept of a production function, differentiate between fixed and variable inputs, between total and marginal product, describe diminishing marginal productivity*
- Explain meaning, features and its implication of a perfectly competitive market and explain how price is determined in a perfectly competitive market and represent the same graphically.*

Suggested Readings:

1. Arthur, O Sullivan and Steven M. Sheffrin. *Micro Economics- Principles, Applications and Tools (for Application Purposes)*
2. Begg, D., G. Vernasca, S. Fischer and R. Dornbusch. *Economics*. McGraw Hill, London.
3. Browning, Edgar K. & Zupan: *Micro Economic Theory and Applications*
4. Case, Karl E. & Ray C. Fair, *Principles of Economics*. Pearson Education, Inc.
5. Joseph, E. Stieglitz and Carl E. Walsh: *Principles of Micro Economics*.
6. Joseph, E. Stieglitz and Carl E. Walsh. *Economics*. International Student Edition.
7. Mankiw, Gregory N. *Principles of Economics*.
8. Pindyck, Robert S. & Rubinfeld, Daniel L. *Micro Economics*. Prentice Hall of India.
9. Robert, E. Hall and Marc Lieberman: *Micro Economics- Principles and Applications*



10. Varian, Hal R. *Intermediate Micro Economics*.

Note: Latest edition of text books may be used.

PAPER BAacctg1.04 – LANGUAGE – ENGLISH, FRENCH, GERMAN, ITALIAN, SPANISH, etc. I (Any one)

Note: (1) The university may offer choice of other foreign languages such as French, German, Italian, Spanish, etc., in place of English to the candidate

(2) Course contents to be drafted at the university level.

PAPER BAacctg1.05 – SECOND LANGUAGE I

Note: Course contents to be drafted at the university level.

PAPER BAacctg1.06 –BUSINESS STATISTICS

Course Objectives:

The course aims to:

- Familiarize the students with various Statistical Data Analysis tools that can be used for effective decision making.*
- Emphasise on the application of the concepts learnt to various managerial situations.*

Course Contents:

Unit-I Introduction to Statistics: Meaning of the word Statistics- Definition - Scope of Statistics: In Industry, Economics, and Management Meaning of primary and secondary data - Qualitative and Quantitative data - Discrete and Continuous variables- Frequency and Frequency Distribution.

Sampling Techniques: Need and meaning, Definitions of Population, Sample, Sampling, Advantages of Sampling over Census method, Methods of Sampling- Random & Non-Random sampling.

Measures of Central Tendency: Concept of Central Tendency- Requirements of good statistical average- Arithmetic Mean –Geometric Mean, Harmonic Mean – Weighted Average.

Positional Averages: Median and Mode, Partition values (Quartiles and Deciles, Percentile), Empirical relation between Mean, Median and Mode- Merits and Demerits of Mean, Median and Mode Numerical in measures of central tendency.

Unit-II Measures of Dispersion: Concept of Dispersion, Requirements of good measures of dispersion. - Absolute and Relative measures of dispersion. Range- Definition, Coefficient of



Range. Quartile Deviation (Q.D.) Definition, Coefficient of Q.D. Mean Deviation (M.D.) Definition of M.D. (about Mean, Median), Coefficient of M.D. Standard Deviation (S.D.) and Variance: Definitions, Coefficient of S.D, Combined S.D. for two groups Coefficient of Variation (C.V.): Definition and Its Uses -Merits and Demerits of Q.D., M.D. and S.D – Measures of Skewness – Karl Pearson and Bowley's coefficient of Skewness.

Unit-III Analysis of Bi-variate data: Correlation-Concept and Types of correlation-Methods of studying correlation, Scatter Diagram, Karl Pearson's correlation coefficient (r), Spearman's rank correlation coefficient(R) - Computation of r for ungrouped data, Computation of R - Interpretation of r .

Regression: Concept of regression- Lines of regression, Regression Coefficients-Relation between correlation coefficient and regression coefficients.

Unit-IV: Time Series- Definition and Uses of Time Series, Components of time series- Methods of determination of trend. Method of Moving Averages, Method of Least Squares - Determination of Seasonal Variations by Simple Average Method.

Index Numbers- Need and meaning of Index Numbers-Numerical involved in Construction of index numbers - Price, Quantity and Value based index numbers, - Simple (unweighted) index numbers, Weighted index numbers-Laspeyre's, Paasche's and Fisher's index numbers.

Unit V: Probability and Baye's theorem: Probability Concepts: Experiment, Event, Mutually Exclusive, Independent, Dependent, Collectively Exhaustive and Equal and likely- Sample Space, Simple & Compound Events, Approaches to Probability Classical definition of Probability- Empirical approach, Subjective approach and Axiomatic Approach – Counting Rules: Permutations and computations. Theorems of Probability – Addition, Multiplication, Conditional, Marginal Probability and Baye's theorems of Probability

Course Exit Learning Outcomes:

At the end of the course students should be able to:

- Understand the basics of statistics and its applications.*
- Summarize data sets using Descriptive statistics.*
- Analyse the relationship between two variables of various managerial situations .*
- Geometrically Interpret Correlation and Regression*
- Applications of Time Series and Index Numbers*
- Develop managerial decision problems using Probability*

Suggested Readings:

1. Budnick, P. *Applied Mathematics*. McGraw Hill Publishing Co.
2. Gupta, S.C. *Fundamentals of Statistics*. Himalaya Publishing House.
3. Gupta S.P. and Archana Gupta. *Elementary Statistics*. Sultan Chand and Sons, New Delhi.



4. Mizrahi and John Sullivan. *Mathematics for Business and Social Sciences*. Wiley and Sons.
5. Richard Levin and David S. Rubin. *Statistics for Management*, Prentice Hall of India, New Delhi.
6. Sharma, J. K. *Business Statistics*. Pearson Education.
7. Singh, J. K. *Business Mathematics*. Himalaya Publishing House.
8. Spiegel, M.R. *Theory and Problems of Statistics*.
9. Thukral, J. K. *Mathematics for Business Studies*. Mayur Publications
10. Vohra, N. D. *Business Mathematics and Statistics*, McGraw Hill Education (India) Pvt Ltd
11. *Schaum's Outlines Series*. McGraw Hill Publishing Co.

Note: Latest edition of text books may be used.



PAPER BAacctg1.07 -ENVIRONMENT STUDIES

Course Objective:

The objective of this course is to:

- *To sensitise young minds to the need of preservation of environment for sustainable development towards the future of mankind.*

Course Contents:

Unit I: Multidisciplinary nature of environmental studies: Definition, scope and importance
Need for public awareness. (2 lectures)

Natural Resources: Renewable and non-renewable resources: Natural resources and associated problems. (a) Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forest and tribal people. (b) Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems. (c) Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies. (d) Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies. (e) Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources. Case studies. (f) Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification. Role of an individual in conservation of natural resources. Equitable use of resources for sustainable lifestyles. (8 lectures)

Unit II: Ecosystems: Concept of an ecosystem; Structure and function of an ecosystem, Producers, consumers and decomposers; Energy flow in the ecosystem. Ecological succession. Food chains, food webs and ecological pyramids. Introduction, types, characteristic features, structure and function of the following ecosystem: (a) Forest ecosystem (b) Grassland ecosystem (c) Desert ecosystem (d) Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries) (6 lectures)

Unit III: Biodiversity and its Conservation: Introduction – Definition: genetic, species and ecosystem diversity. Biogeographical classification of India; Value of biodiversity: consumptive use, productive use, social, ethical, aesthetic and option values; Biodiversity at global, National and local levels; India as a mega-diversity nation; Hot-spots of biodiversity. Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts. Endangered and endemic species of India; Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity. (8 lectures)

Environmental Pollution Definition: Cause, effects and control measures of (a) Air pollution (b) Water pollution (c) Soil pollution (d) Marine pollution (e) Noise pollution (f) Thermal pollution (g) Nuclear hazards; Solid waste Management: Causes, effects and control measures of urban and industrial wastes. Role of an individual in prevention of pollution. Pollution case studies. Disaster management: floods, earthquake, cyclone and landslides. (8 lectures)

Unit IV: Social Issues and the Environment: From Unsustainable to Sustainable development; Urban problems related to energy; Water conservation, rain water harvesting, watershed management; Resettlement and rehabilitation of people; its problems and concerns. Case Studies; Environmental ethics: Issues and possible solutions. Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case Studies. Wasteland reclamation.



Consumerism and waste products. Environment Protection Act. Air (Prevention and Control of Pollution) Act. Water (Prevention and control of Pollution) Act; Wildlife Protection Act; Forest Conservation Act; Issues involved in enforcement of environmental legislation. Public awareness. (7 lectures)

Unit V: Human Population and the Environment: Population growth, variation among nations. Population explosion – Family Welfare Programme. Environment and human health. Human Rights. Value Education. HIV/AIDS. Women and Child Welfare. Role of Information Technology in Environment and human health. Case Studies. (6 lectures)

Field work: Visit to a local area to document environmental assets river/forest/grassland/hill/mountain; Visit to a local polluted site-Urban/Rural/Industrial/Agricultural; Study of common plants, insects, birds. Study of simple ecosystems-pond, river, hill slopes, etc. (Field work Equal to 5 lecture hours)

Course Exit Learning outcomes:

On successful completion of the course the student shall be able to demonstrate:

- Understanding of the need and importance of preservation of environment for sustainable development.*
- Knowledge of the structure and functions of the ecosystem, the environmental assets, resources, food chain and their contributions.*
- Understanding of the causes and effects of environment pollution and measures for its control.*
- Knowledge and understanding of the social issues such as water conservation and water harvesting, prevention and control of pollution, etc.*
- Knowledge and understanding of the effects of population growth on sustainable development, human welfare, human health, education, etc.*

Suggested Readings:

1. Agarwal, K.C. *Environmental Biology*. Nidi Publ. Ltd. Bikaner.
2. Bharucha, Erach. *The Biodiversity of India*. Mapin Publishing Pvt Ltd. Ahmedabad.
3. Brunner R.C. *Hazardous Waste Incineration*. McGraw Hill Inc.
4. Clark R.S. *Marine Pollution*. Clarendon Press Oxford.
5. Cunningham, W.P. Cooper, T.H. Gorhani, E & Hepworth, M.T.
6. Centre for Science and Environment. *Down to Earth*. Centre for Science and Environment (R)
7. De A. K. *Environmental Chemistry*. Wiley Eastern Ltd.
8. Gleick, H.P. *Water in Crisis*. Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute Oxford Univ. Press.



9. Hawkins R.E. *Encyclopaedia of Indian Natural History*. Bombay Natural History Society, Bombay.
10. Heywood, V.H & Waston, R.T. *Global Biodiversity Assessment*. Cambridge Univ. Press
11. Jadhav, H & Bhosale, V.M. *Environmental Protection and Laws*. Himalaya Pub. House, Delhi.
12. Jaico Publ. House, Mumbai. *Environmental Encyclopaedia*. Jaico Publ. House, Mumbai
13. Mckinney, M.L. & School, R.M. *Environmental Science Systems & Solutions*. Web Enhanced edition.
14. Mhaskar A.K. *Matter Hazardous*. Techno-Science Publication.
15. Miller T.G. Jr. *Environmental Science*. Wadsworth Publishing Co. (TB)
16. Odum, E.P. *Fundamentals of Ecology*. W.B. Saunders Co. USA.
17. Rao M N. & Datta, A.K. *Waste Water Treatment*. Oxford & IBH Publ. Co. Pvt Ltd.
18. Sharma, B.K. *Environmental Chemistry*. Geol Publ. House, Meerut
19. Survey of the Environment, The Hindu
20. Townsend C., Harper J. and Michael Begon. *Essentials of Ecology*. Blackwell Science.
21. Trivedi R.K. *Handbook of Environmental Laws, Rules Guidelines, Compliances and Standards*, Vol I and II. Enviro Media.
22. Trivedi R. K. and Goel, P.K. *Introduction to Air Pollution*. Techno-Science Publication
23. Wanger K.D. *Environmental Management*. W.B. Saunders Co. Philadelphia, USA

* As per the UGC document.

Note: Latest edition of text books may be used.



II

SEMESTER

| Subjects | | No. of Credits | Max Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|--|------|----------------|-----------|---------------|----------------|-----------------|-------------|
| 1. Financial Accounting II | CC | 4 | 100 | 20 | 4 | 40 | 64 |
| 2. Banking Financial Services and Insurance | DSE | 4 | 100 | 40 | 12 | 12 | 64 |
| 3. Macro Economics | DSE | 4 | 100 | 40 | 4 | 20 | 64 |
| 4. Language - English, French, German, Italian, Spanish, etc. II (any one) | AECC | 4 | 100 | 40 | 20 | 4 | 64 |
| 5. Second Language II | AECC | 4 | 100 | 40 | 20 | 4 | 64 |
| 6. Business Laws | DSE | 4 | 100 | 40 | 20 | 4 | 64 |
| Total | | 24 | 600 | 220 | 80 | 84 | 384 |

PAPER BAacctg2.01 - ACCOUNTING –II (INCLUDING FINANCIAL ACCOUNTING SOFTWARE SUCH AS TALLY)**Course Objectives:**

The course aims to

- Provide the knowledge on functional accounting.
- Practical knowledge of Financial Accounting Software.

Course Contents:

Unit I: Consignment Accounts and Branch Accounts: Consignment - Meaning – Features - Proforma invoice - Account sales - Del credere commission-Accounting treatment in the books of the consignor and the consignee - Valuation of consignment stock -Treatment of Normal and abnormal Loss - Invoice of goods at a price higher than the cost price (including practice)

Branch Accounts – Meaning and Significance of Branches – Good sent to Branch – Stock taking – Good in Transit – Proforma Price – Reconciliation of Branch Accounts with Head Office

Unit II: Partnership Accounts: Final accounts of partnership firms - Capital Accounts (Fixed and fluctuating) – Admission, Retirement and Death of a Partner including treatment of goodwill. Dissolution of partnership firms including piecemeal distribution of assets; Amalgamation of partnership firms; Conversion into a company and Sale to a company (including practical problems)

Unit III: Introduction to Financial Accounting Package: Introduction - Any 2 or 3 Accounting Software and their features (preferably one software like TALLY which is popular among chartered accountants) – Creation, Shut a Company- Alter Company Details - Configuration-Chart of Accounts-Ledger-Group-Ledger Creation-Single Ledger Creation-Multi Ledger Creation-Altering and Displaying Ledgers-Group Creation-Single Group Creation-Multiple



Group Creation-Displaying Groups and Ledgers-Displaying Groups-Display of Ledgers-Deletion of Groups and Ledgers. (including Lab practice)

Unit IV: Inventory & Day-To-Day Transactions: Inventory Masters in ERP - Creating Inventory Masters-Creation of Stock Group-Creation of Units of Measure-Creation of Stock Item-Creation of Go down, Defining of Stock Opening Balance in Stock Category-Reports. (including Lab practice)

Business Transactions-Source Document for Voucher-Recording Transactions - Accounting Vouchers-Receipt Voucher-Contra Voucher-Payment Voucher-Purchase Voucher -Sales Voucher -Debit Note Voucher-Credit Note -Journal Voucher. (including Lab practice)

Unit V: Accounts Management & MIS Reports: Introduction-Accounts Payables and Receivables-Maintaining Bill-wise Details-Activation of Maintain Bill-wise Details Feature-New Reference-Against Reference-Advance-On Account-Stock Category Report-Changing the Financial Year. (including Lab practice)

Trial Balance - Balance Sheet-Profit and Loss Account-Cash Flow Statement-Ratio Analysis-Books and Reports - Day Book-Receipts and Payments-Purchase Register-Sales Register-Bills Receivable and Bills Payable. (including Lab practice)

Course Exit Learning Outcomes:

On the successful completion of the course, students should be able to

- Account for transactions related to consignment and Branch Accounts*
- Recognise and record transactions of partnerships firms*
- Process business transactions using accounting / ERP software*
- Generate reports for managerial decision making*

Suggested Readings:

1. Agarwal, Garima. *Computerised Accounting*: Himalaya Publishing House
2. Gupta, R.L. & Radhaswamy, *Advanced Accountancy*: Sultan Chand & Sons
3. Haneef and Mukherjee. *Accountancy-I & II*, Tata McGraw Hill Co
4. Maheshwari, S.N. & V. L. Maheshwari *Advanced Accountancy-I&II*. Vikas.
5. Maldasani, Dinesh *Mastering Tally*. Firewall Media
6. Shukla, and Grewal. *Advanced Accountancy*. S. Chand & Co.
7. Tulasian, *Accountancy-I & II*: Tata McGraw Hill Co.
8. Yogeshweran, G. *Computerised Accounting*: PBP
9. Manuals of the respective Accounting Packages

Note: Latest edition of text books may be used.



PAPER BAacctg2.02 - BANKING, FINANCIAL SERVICES AND INSURANCE (BFSI)

Course Objectives:

The course aims to:

- Provide *knowledge of the structure of financial system and its components.*
- Expose to the core functions being delivered by various segments of the financial market.*
- Impart knowledge of various financial products which are in the market at present.*

Course Contents:

Unit – I: Overview of Financial Services - Introduction- Financial Systems – Financial Institutions – Financial Instruments – Financial Markets – Functions of Financial Systems – Financial Services- Characteristics of Financial Services- Problems and Prospects of Financial Service – Financial Sector Reforms.

The Indian Financial System - Regulatory Framework of Indian Financial Markets – General principles of supervision and regulation – The Reserve Bank of India – The Securities and Exchange Board of India

Unit – II: Money Market - Money Market - Introduction – The money market – Functions of Money Market – Features of Money Market, Money Market Instruments – Peculiarities and recent developments in Indian money market.

Debt: Sources of debt; the concept of debt instruments – Types of Money Market Securities, such as: T-Bills, CDs, CPs, Repos,

Unit – III: Capital Market - The Capital Market – Introduction - New Issues Market - Issuances: Types of Issues (such as 'IPOs', 'FPOs' and 'Private Placements'), Equity and Equity Instruments: The types of equity instruments (common and preferred stock) and key attributes (such as face value etc.) - Depository Receipts (DRs): ADRs and GDRs.

Secondary Market - The Role of Stock Markets - Stock Market Participants: roles, such as: Member Firms or Brokers, Custodian Banks/ Agencies, Depositories, and Clearing Firms; Demat account. Stock Indices - Key markets and their indices (Dow Jones, NASDAQ, DAX, etc) – Introduction to trading system - NEAT system –Trading System –Clearing and settlement process

UNIT IV: Commercial Banks: Functions of Commercial Banks - Deposit accounts – Loan accounts – Remittance and Agency Functions - Banker Customer Relationship – Rights of a Banker – Negotiable Instruments Act-Negotiable Instruments – Bankers' Duties and Responsibilities – Various Types of Accounts – NRI Accounts. Retail Banking - Different types of Deposit Products – Different types of Loan Products-Consumer Loans-Mortgage Loans-accounts of various types of customers – KYC norms. Internet Banking and Digital Wallets

Unit V: Insurance - Introduction - Insurance - Origin of Life and General Insurance - Legal Principles of Life and General Insurance. General Principles of Insurance - Principles of Utmost Good Cause - The Principle of Proximate Cause- The Principle of Indemnity - The Principle of Subrogation – The Principle of Contribution. Insurance Products - Life: Term Life Insurance - Endowment Assurance Policies -Whole Life Insurance Unit Linked Insurance - Annuity Policies



- Group Insurance. General: Property Insurance - Cargo and Goods in Transit Insurance - Motor Insurance-Liability Insurance - Health Insurance (Conceptual level only)

Course Exit Learning Outcomes:

On successful completion of the course the student shall demonstrate:

- Knowledge of the Indian financial system including the role of a Central Bank*
- Knowledge of the Money Market and its types in Money market*
- Understanding of the Primary and Secondary Financial Market in India*
- Knowledge of the role of Commercial Banks and types of accounts*
- Understanding of the basic principles of Insurance including the types of Insurance*

Suggested Readings:

1. Khan, M. Y. *Financial Services*, Mc Graw Hill Education.
2. Pathak, Bharati. *Indian Financial System*. Pearson.
3. Sharma, Renuka and Kiran Mehta. *Financial Services*. Cengage.

Note: Latest edition of text books may be used.



PAPER BAacctg2.03 - MACRO ECONOMICS

Course Objective:

The course aims to:

- Render an understanding of fundamental economic ideas and operations of an economy and explore factors that impact the overall performance of an economy.*

Course Contents:

Unit I: Basic Concepts of Macro Economics: Meaning and Definition of Macro Economic- Differences between Macro and Micro economics- Economic Decision Making- Participants in the market economy and Economic Systems- Concepts of scarcity, choice and opportunity cost- Principle of Caribus Paribas-Business Cycles-Importance of Macro Economics- Limitations of Macro Economics.

Unit II: Tracking Macro Economy: Concepts of Output, Income and Expenditure- Circular flows of Income-Gross Domestic Product (GDP)- Nominal and Real GDP- Measuring GDP- Expenditure measures of GDP - Income measures of GDP -Value added approach of GDP- Alternative measures of GDP- National Income-Determination of National Income (with and without savings and investments)- Aggregate Demand- Aggregate Supply and Consumption- Classical Approach and Keynesian approach- Investment Function- Difficulties in estimating National Income--Difference between GDP, GNP and National Income. (Simple problems on calculation of GDP, GNP and National Income).

Unit III: Unemployment and Inflation: Measuring employment and unemployment- Types, Patterns and Trends of unemployment- Wage rigidity- Unemployment and changes in global economy-Cause of inflation- Measuring Inflation (CPI and WPI) - Issues in computation-Impact of Inflation-Anti-inflationary measures-Deflation- Depression and Stagflation- Inflation v/s Deflation- Relationship between inflation and unemployment. (Simple problems on inflation).

Unit IV: Fiscal and Monetary Policy: Defining Fiscal Policy- Government Spending and Taxation- The Multiplier effect- Defining Monetary Policy- Interaction of monetary and fiscal policy, conflicts- Role of Monetary and Fiscal Policies in stabilizing the economic cycle-Policy Lags-Financial/Economic crisis and Policy responses.

Unit V: International Macro Economics: Trade agreements- (GATT to BIMSTAC)-Trade protection to Free Trade- Trade deficit and surpluses-Comparative advantage and Terms of Trade- Determination of Currency Exchange Rate- Role of World Trade Organisation - Dimensions of Globalisation - FDI, FPI, Immigration

Course Exit Learning Outcomes:

Upon completion of the course the students should be able to

- Discuss key macro-economic indicators such as scarcity, choice and opportunity, national income, savings, investment and other macro-economic variables.*
- Demonstrate knowledge about a nation''s output of goods and services, employment and inflation and explain the interlinkages among business, consumers and government.*
- Ability to illustrate the specific role of monetary and fiscal policy in the economy*



- *Develop an understanding of impact of globalization on Indian economy.*

Suggested Readings:

1. Ahuja, H.L. *Macro Economics, Theory and Policy*. S. Chand & Sons.
2. Ahuja, H.L. *Advanced Economic Theory*, S Chand & Sons.
3. Blanchard O: *Macroeconomics*, Prentice Hall.
4. Errol D'Souza: *Macro Economics*, Pearson Education.
5. Gregory Mankiw: *Macro Economics*, Cengage Learning Pvt Ltd.
6. Krugman, Paul and Robin Wells: *Macro Economics*, Worth Publications.
7. Leeds, Michael, Von Allemen, Oeter and Schiming, Richard C: *Macro Economics*, Pearson Education.
8. Nilanjan Bank: *The Indian Economy- A Macroeconomic Perspective*. Sage Publications.
9. Paul R. R. *International Business*. Tata Mc Graw Hill.
10. Richard T Froyen. *Macro Economics*, Pearson Education.
11. Sikdar, Soumyen. *Principles of Macro Economics*. Oxford University Press.
12. Williams, Stephen. *Macro Economics*. Pearson International Edition, Pearson Education.

Note: Latest edition of text books may be used.



PAPER BAacctg204 –LANGUAGE – ENGLISH, FRENCH, GERMAN, ITALIAN, SPANISH, JAPANESE, etc. II (Any one)

Note: (1) The university may offer choice of other foreign languages such as French, German, Italian, Spanish, etc., in place of English to the candidate

(2) Course contents to be drafted by the university.

PAPER BAacctg205 – SECOND LANGUAGE II

Note: Course contents to be drafted by the university.

PAPER BAacctg2.06 - BUSINESS LAWS

Course Objectives:

The course aims to:

- Acquaint the students with basics of Contracts and legality of transactions*
- Make the students to learn the gist of insolvency and bankruptcy code*
- Inculcate application-oriented learning*

Course Contents:

Unit–I: Introduction: Development of Business Law - Indian Contract Act 1872- Agreement and contract - Essentials of a valid contract including Consensus ad idem, Free consent - Offer and Acceptance - Essentials of valid offer and acceptance - Consideration definition - Essentials of valid consideration - Doctrines of —Stranger to a contract and —No consideration- No contract and exceptions - Capacity to contract – agreements with Minors, unsound mind and insolvent

Unit–II: Legality of Object and Discharge of Contract: Legality of Object, difference between illegal contracts and void agreements. Illegal object, collateral contracts and Consideration - Agreements Expressly Declared Void - Wagering Agreements - Contingent Contracts – Indemnity and Guarantee Contracts – Quasi Contracts Discharge of Contract: Modes of Discharge - Performance of Contracts - Breach of Contract - Remedies for Breach.

Unit–III: Sale of Goods Act 1930 and Consumer Protection Act 1986: Contract of Sale: Essentials of Valid Sale - Sale and Agreement to Sell – Definition and Types of Goods - Conditions and Warranties - Caveat Emptor - Exceptions - Transfer or Passing of Property: Time When Property Passes, Rules of Transfer of Property, Transfer of Ownership - Sale by Non-Owners and its Exceptions - Unpaid Seller - Rights of Unpaid Seller. Conditions and Warranties.

Consumer Protection Act: Definitions of Consumer – Person – Goods - Service -Consumer Dispute - Unfair Trade Practice - Restrictive Trade Practice – Defect - Deficiency - Consumer Protection Councils - Consumer Dispute Redressal Agencies - District Forum - State Commission and National Commission - Procedure to Lodge a Complaint for Redressal – Appeals.

Unit IV: Insolvency and Bankruptcy Code (IBC) 2016: Insolvency and Bankruptcy Code: Introduction – Aims – Who facilitates the insolvency resolution under the Code? – Time frame



for completion of the exercise under the code – Personal guarantee - Corporate insolvency resolution – liquidation process – Fast track insolvency resolution process

Unit-V: Information Technology Act 2000 and Intellectual Property Rights: Information Technology Act: Objectives - Digital Signature - Electronic Governance - Penalties and Adjudication. Cyber security and related concepts.

Intellectual Property Rights: Meaning and objectives

Trade Marks: Definition - Procedure for Registration of Trade Marks

Patents: Definition - Kinds of Patents - Transfer of the Patent Rights - Rights of the Patentee

Copy Rights: Definition - Essential Conditions for Copy Rights to be Protected - Rights of the Copyright Owner - Terms of Copy Right - Copy Rights Infringement

Course Exit Learning Outcomes:

On the successful completion of the course, students should be able to demonstrate

- Awareness of the legal aspects of the business transactions and assist in drafting business contracts*
- Ability to apply provisions of Information Technology Act 2000
- Ability to apply provisions of IPR
- Ability to interpret the Sale of Goods Act including implied conditions and warranties
- Ability to understand the consequences of Consumer Protection act

Suggested Readings:

1. Bansal, P.N. *Business Law*: Tax Mann Publications.
2. Garg, K.C. & Chawla, R.C. *Business Laws*: Kalyani Publishers.
3. Gulshan, S.S. & Kapoor, GK *Business Law including Company Law*: New Age
4. Kapoor, N.D. *Business Law*:
5. Kuchal M.C. & Kuschal, Vivek *Business Law*: Vikas Publishing House.
6. Mathur, *Business Law*. McGraw Hill Education.
7. Pillai R.S.N. and Bagavathi, *Business Law*: S. Chand & Co.
8. Sheth, Tejpal. *Business Law*: Pearson Education.
9. Tulsian, P.C. & Tulsian, Bharat. *Business Law*: McGraw Hill Education

Note: Latest edition of text books may be used.



III SEMESTER

| Subjects | | No. of Credits | Max Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|---|------|----------------|-----------|---------------|----------------|-----------------|-------------|
| 1. Corporate Accounting I | CC | 4 | 100 | 30 | 4 | 30 | 64 |
| 2. Cost Accounting – I | CC | 4 | 100 | 30 | 4 | 30 | 64 |
| 3. Principles and Practice of Auditing | CC | 4 | 100 | 40 | 4 | 20 | 64 |
| 4. Language - English, French, German, Italian, Spanish, etc. III (any one) | AECC | 4 | 100 | 30 | 10 | 24 | 64 |
| 5. Second Language III | AECC | 4 | 100 | 40 | 10 | 14 | 64 |
| 6. Company Law | DSE | 4 | 100 | 40 | 4 | 20 | 64 |
| Total | | 24 | 600 | 210 | 36 | 138 | 384 |

PAPER BAacctg3.01 - CORPORATE ACCOUNTING

Course Objectives:

The course aims to:

- Help the students to acquire the conceptual knowledge of the Corporate Accounting and to learn the techniques of preparing the Financial Statements.
- Make the students Practically sound in marinating accounting of Corporate World

Course Contents:

Unit I: Accounting for Share Capital, Debentures: Issue, Concept and process of book building, Issue of rights and bonus shares, buy back of shares, Redemption of Preference shares, Issue and Redemption of Debentures (Text and illustrative problems)

Unit II: Final Accounts of Companies as per Companies Act, 2013 and Amendments-Preparation of Statement of Profit and Loss and Balance Sheet of Corporate Entities and Disposal of Company Profits – including Statement of Sources and Uses

Unit III: Treatment of Profits Prior to Incorporation: Introduction to the process on incorporation of company, Accounting of Income and Expenses during Pre and Post Incorporation Period, basis of allocation and apportionment of Income and Expenses for the Pre and Post Incorporation Period.

Internal Reconstruction of a Company: Concepts and accounting treatment as per Accounting Standard 14, treatment of Reconstruction

Unit IV: External Reconstruction & Amalgamation & Absorption: Process and presentation of accounts in External Reconstruction - Amalgamation of companies – Meaning –features – Purchase Consideration – methods (lump sum payment method, net asset method, intrinsic value



of share method – Absorption Process and Accounting entries – practical problems in all three situations.

Unit V: Accounts of Holding Companies: Meaning of Holding Company and Subsidiary Company, Holding Company Accounts with its only one Subsidiary Company, Consolidated Balance Sheet, Pre-acquisition and Post-acquisition of Profit, Inter-company Debts, Bills and Debentures, Cost of Control, Minority Interest, Practical Problems

Course Exit Learning Outcomes:

- Ability to understand the Issue, forfeiture, Reissue of Shares – Debenture Issue and Redemption
- Ability to prepare final Accounts with important adjustments at the end of the year as per Company Law
- Ability to account for the Profits Prior to Incorporation
- To know the process and accounting of External Reconstruction
- To understand the process and accounting procedure involved in Amalgamation, Absorption and Reconstruction

Suggested Readings:

1. Gupta R.L. Radhaswamy. *Advanced Account*. Sultan Chand and Sons.
2. Jain S.P. and Narang, K.L. *Corporate Accounting*, Kalyani Publishers, New Delhi.
3. Maheshwari, S.N. *Fundamentals of Corporate Accounting*, Taxman Publication, New Delhi.
4. Monga, J.R. *Fundamentals of Corporate Accounting*. Mayur Paper, New Delhi.
5. Sehgal, Ashok. *Fundamentals of Corporate Accounting*. Taxman Publication, New Delhi.
6. Shukla, M.C. Grewal, T.S. and Gupta, S.C. *Advanced Accounts, Vol.11*, S. Chand & Co, New Delhi.

Note: Latest edition of text books may be used.



PAPER BAacctg3.02 - COST ACCOUNTING-I

Course Objectives:

The course aims to:

- *Provide basic knowledge about cost concepts, preparation of cost sheet and ascertainment of cost of a product or service by using cost accounting methods.*
- *Explain the basic cost concepts, types of costing methods and techniques*

Course Contents:

Unit-I: Introduction: Meaning and Definition: Cost – Costing – Cost Accounting – Cost Accountancy – Objectives of Cost Accounting – Scope of Cost Accounting – Differences between Cost Accounting and Financial Accounting – Functions of Cost Accountant – Users of Cost Accounting – Essentials of a Good Cost Accounting System – Installation of Costing System – Cost Objects – Responsibility Centres – Advantages and Limitations of Cost Accounting – Classification of Costs – Methods of Costing – Techniques of Costing – Meaning of Cost Standards (Concepts and Theory only)

Unit-II: Material & Labour Cost: Introduction – Material Control - Elements of Material Control – Materials Procurement Procedure – Valuation of Material Receipts – Material Storage and Records – Techniques of Fixing Level of Stock: Re-order Stock Level – Re-order Quantity – Minimum Stock Level – Maximum Stock Level – Average Inventory Level – Danger Level – Buffer Stock – Techniques of Inventory Control: ABC Analysis – FSN – HML – VED – JIT – Stock taking and Perpetual Inventory Control – Valuation of Material Issues: Cost Price Methods – Average Price Methods – Market Price Methods – Notional Price Methods

Employee Cost - Employee Cost – Employee Cost Control – Attendance and Payroll Procedures: Time Keeping - Time Booking – Payroll Procedure – Idle Time – Overtime – Labour Utilization - Systems of Wage Payment and Incentives: Time Based – Output Based – Premium Bonus Methods – Absorption of Wages – Efficiency Rating Procedures – Employee Turnover: Meaning – Causes – Effects. (Including problems)

Unit-III: Overheads: Introduction – Classification of Overheads – Accounting and Control of Manufacturing Overheads – Steps for distribution of overheads – Methods of absorbing overheads to various products or Jobs – Types of Overheads Rates – Treatment of Under / Over Absorbed Overheads – Accounting and Control of Administrative Overheads – Accounting and Control of Selling & Distribution Overheads – (including problems)

Unit-IV: Cost Sheet: Introduction – Functional Classification of Elements of Cost – Cost Heads in Cost Sheet: Prime Cost – Cost of Production – Cost of Goods Sold – Cost of Sales – Cost Sheet: Preparation and Presentation of Cost Information – Advantages of Cost Sheet – Methods of Costing - Single Output Cost; Unit Costing, Job Costing, Batch Costing. (including illustrative problems)

Unit V - Methods of Costing: Contract Costing, Process Costing, and Service Costing. (including illustrative problems on each method of costing)

Course Exit Learning Outcomes:

After learning this course students should be able to:



- Able to have a clear knowledge about cost concepts, cost elements, methods and techniques of costing
- Understand the elements of material control, Inventory control and Labour cost control.
- Know the payroll system and procedures, types of wages payment and incentive methods and effect of labour turnover on production
- Know the classification of overheads and accounting of control of manufacturing, administrative and selling & distribution overheads.
- Prepare a Cost Sheet for Single Output/Unit Costing
- Ascertain costs in Job Costing, Batch Costing, Contract Costing Process Costing Service Costing

Suggested Readings:

1. Banerjee, B. *Cost Accounting: Theory and Practice*: Prentice Hall of India.
2. Horngren, Charles. *Cost Accounting*: Pearson Education.
3. Jain and Narang. *Cost Accounting*: Kalyani Publishers.
4. Jawaharlal, *Cost Accounting*: Tata Mc Graw Hill.
5. Kishore, Ravi M. *Cost Accounting*. Tax Mann Publications.
6. Srihari, Krishna Rao, *Cost Accounting*: Himalaya Publishing House.
7. Tulsian. *Introduction to Cost Accounting*, S. Chand & Co.
8. Yogeshweran, G. *Cost Accounting*. P.B. Publications.

Note: Latest edition of text books may be used.



PAPER BAacctg3.03 - PRINCIPLES AND PRACTICES OF AUDITING

Course Objective:

This course aims at:

- *Imparting knowledge about the principles and methods of auditing and their applications*

Course Contents:

Unit I: Introduction to Auditing: Introduction – Meaning - Definition – Objectives – Differences between Accountancy and Auditing – Types of Audit - Advantages of Auditing – Preparation before commencement of new Audit – Audit Notebook – Audit Working Papers – Audit Program, Recent Trends in Auditing: Nature & Significance of Tax Audit – Cost Audit - Management Audit - Forensic audit.

Unit II: Internal Control: Internal Control: Meaning and objectives. Internal Check: Meaning, objectives and fundamental principles. Internal Check as regards: Wage Payments, Cash Sales, Cash Purchases. Internal Audit: Meaning - Advantages and Disadvantages of Internal Audit – Differences between Internal Check and Internal Audit. E- Applications in internal control and check.

Unit III: Vouching: Meaning -Definition – Importance – Routine Checking and Vouching – Voucher -Types of Vouchers –Vouching of Receipts: Cash Sales, Receipts from debtors, Proceeds of the sale of Investments. Vouching of Payments: Cash Purchases, Payment to Creditors, Deferred Revenue Expenditure E-vouching, uses and limitations.

Unit IV: Verification and Valuation of Assets and Liabilities: Meaning and Objectives of verification and valuation– Position of an Auditor as regards the Valuation of Assets – Verification and Valuation of different Items: Assets: Land & Building, Plant& Machinery, Goodwill – Investments - Stock in Trade. Liabilities: Bills Payable – Sundry Creditors – Contingent Liabilities.

Unit V: Audit of Limited Companies and Others: Company Auditor – Appointment – Qualification - Powers - Duties and Liabilities – Professional Ethics of an Auditor - Audit of Educational Institutions – Audit of Insurance Companies- Audit of Cooperative societies. Institutions for Auditing - Central Vigilance Commission (CVC), Comptroller and Auditor General of India (CAG), State Accountant and Auditor General (SAG) –Role and functions in Public Account Audits

Note: Text to be explained along with the relevant Standards on Audit (SAs) issued by the Institute of Chartered Accountants of India (ICAI).

Course Exit Learning Outcomes:

On the successful completion of course, the students will be able to:

- *Articulate knowledge of fundamental audit concepts*
- *Demonstrate awareness, knowledge and appreciation in application of auditing principles and practices in business operations.*
- *Describe the auditor''s responsibility for assessing fraud risk and detecting fraud.*



- *Understand the role of an Auditor in verifying and valuation of Assets and Liabilities*
- *Understand and follow the ethical standards in audit profession*

Suggested Readings:

1. Gupta, Kamal. *Practical Auditing*. Tata Mac Graw Hill.
2. Gupta, Kamal. *Contemporary Auditing*. Tata Mc. Graw-Hill, New Delhi.
3. Manjunatha, J. M. and Others. *Auditing and Assurance*. Himalaya Publishing House.
4. Pagare, Dinakar. *Practice of Auditing*. Sultan Chand & Sons.
5. Ramaswamy, M. S. *Principles and Practice of Auditing*.
6. Sharma, T.R. *Auditing Principles and Problems*. Sahitya Bhawan, Agra.
7. Sharma, T.R. *Auditing*. Sahitya Bhavan, Agra.
8. Saxena, R.G. *Principles of Auditing*.
9. Saxena, R.G. *Principles and Practice of Auditing*. Himalaya Publishing House
10. Tandon, B.N. *Principles of Auditing*. S. Chand and Company, New Delhi.
11. Tandon, B. N. *Practical Auditing*, Sultan Chand & Sons.

Note: Latest edition of text books may be used.



**PAPER BAacctg3.04 –LANGUAGE – ENGLISH, FRENCH, GERMAN, ITALIAN
SPANISH, JAPANESE, etc. III (Any one)**

Note: (1) The university may offer choice of other foreign languages such as French, German, Italian, Spanish, etc., in place of English to the candidate

(2) Course contents to be drafted by the university.

PAPER BAacctg3.05 – SECOND LANGUAGE III

Note: Course contents to be drafted by the university.

PAPER BAacctg3.06 - COMPANY LAW

Course Objective:

The course aims to:

□ *Develop conceptual understanding of the fundamentals of Company Law and procedural requirements as per the provisions of the Indian Companies Act, 2013.*

Course Contents:

Unit-I: Incorporation of Companies: Company: Meaning and Definition – Characteristics - Classification -Legislation on Companies – Incorporation - Promotion – Registration - Memorandum of Association – Articles of Association – Certificate of Incorporation - Prospectus – Statement in lieu of Prospectus – Commencement of business.

Unit–II: Management of Companies and Company Secretary: Management of Company and Company Secretary: Management-classification of directors, women directors, independent directors, small shareholders director, disqualification, director identity number (DIN) appointment, legal position, powers and duties, remuneration, removal of director- Key Managerial Personnel- chairman and Managing Director, Manager, their appointment, powers and duties, remuneration and removal.

Corporate social responsibility- corporate governance.

Company Secretary-Definition, appointment, duties and liabilities, company secretary in practice, secretarial Audit.

Unit–III: Company Finance: Prospectus- purpose-contents, Registration, statement in lieu of prospectus, red herring prospectus, consequences of misstatement in prospectus.

Share Capital-classification, Shares-types, transfer and transmission of shares, Depositories-meaning, types, rights and obligations.

Book building-GDR/ADR, provisions for buyback of shares, issue of Bonus shares.



Borrowing powers-ultra vires borrowing-Debenture, types, Debenture Trust Deed, meaning and features.

Unit-IV: Company Meetings: Meeting: Meaning – Requisites - Notice – Proxy - Agenda – Quorum – Resolutions – Minutes – Kinds – Shareholder Meetings - Statutory Meeting - Annual General Body Meeting –Extraordinary General Body Meeting – Board Meetings. -- postal ballot, conduct of meetings through video conferencing, E- voting.

Unit-V: Winding Up: Meaning – Modes of Winding Up –Winding Up by tribunal – Voluntary Winding Up –Compulsory Winding Up – Consequences of Winding Up – Removal of name of the company from Registrar of Companies.

Course Exit Learning Outcomes:

The course will enable the students to:

- Understand the process of Incorporation of a Company and the documents needed for it.*
- Understand the law relating internal management of a company.*
- Understand the law relating to the raising of finance for a company.*
- Know the corporate governance and disclosure requirements in satisfying the interests of the stakeholders.*
- Understand the exit route for a company when running of a company is not possible as per the provisions of the Indian Companies Act 2013.*

Suggested Readings:

1. Bagrial, A. K. *Company Law*. Vikas Publishing House.
2. Garg, K. C. et al. *Company Law: Revised as per the Companies Act, 2013*. Kalyani Publication.
3. Gogna, P. P. S. *Corporate Law*. S Chand & Co.
4. Kapoor, G.K. & Dhamija, Sanjay. *Company Law and Practice*. Taxmann Publication.
5. Kapoor, N. D. *Company Law*. Sultan Chand and Sons.
6. Murthy, G. Krishna G. Kavitha. *Company Law*. P.B. Publication.
7. Rajashree. *Company Law*. Himalaya Publishing House.

Note: Latest edition of text books may be used.



IV

SEMESTER

| Subjects | | No of Credits | Max Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|--|------|---------------|-----------|---------------|----------------|-----------------|-------------|
| 1. Corporate Accounting II | CC | 4 | 100 | 30 | 4 | 30 | 64 |
| 2. Management Accounting | CC | 4 | 100 | 30 | 4 | 30 | 64 |
| 3. Financial Management | DSE | 4 | 100 | 40 | 4 | 20 | 64 |
| 4. English Communication and Soft Skills | AECC | 4 | 100 | 30 | 10 | 24 | 64 |
| 5. Second Language IV | AECC | 4 | 100 | 40 | 20 | 4 | 64 |
| 6. Computerised Accounting * | SEC | 4 | 100 | 10 | 4 | 50 | 64 |
| 7. Creativity, innovation and entrepreneurship | DSE | 4 | 100 | 34 | 10 | 20 | 64 |
| Total | | 28 | 700 | 180 | 46 | 222 | 448 |

Note: *Course _BAcctg4.06 Computerised Accounting' is a 100% practical course. Teaching and Continuous Assessment (CA) of this course shall be undertaken in the Accounting Laboratory and the Final Examination also shall be conducted by an external examiner and an internal examiner in the Accounting Laboratory.

PAPER BAacctg4.01 - CORPORATE ACCOUNTING II**Course Objectives:**

The course aims to:

- Help the students to acquire the conceptual knowledge of the accounting standards being used in India
- Help the students apply relevant financial reporting standards to key elements of financial reports. The focus will be on process of recognition, measurement and disclosures

Course Contents:

Unit I: Overview of Indian GAAP: Background and Roadmap for implementing Ind AS - Framework for the presentation and preparation of Financial statements in accordance with Indian Accounting Standards -Conceptual changes (Fair value, time value of money, Other Comprehensive Income, Compound Financial instruments) – Comparison with IFRS - IND AS 1 (Presentation of Financial Statements)

Unit II: Accounting for Assets and Liabilities: IND AS 2 (Inventories) - IND AS 16 (Property, Plant and Equipment) – IND AS 38 (Intangible Assets) – IND AS 36 (Impairment of Assets) Recognition, Measurement and Disclosure in financial statements including Accounting policies, Notes and Schedules (including problems)



Unit III - IND AS 113 (Fair Value Measurement) – IND AS 115 (Revenue from Contracts with Customers) - IND AS 37, Provisions, Contingent Liabilities and Contingent Assets Recognition, Measurement and Disclosure in financial statements including Accounting Policies, Notes and Schedules (including problems)

Unit IV: Financial Instruments: IND AS 109 (Financial Instruments) – IND AS 32 (Financial Instruments: Presentation) - IND AS 107 (Financial Instruments: Disclosures) Recognition, Measurement and Disclosures (including problems)

Unit V: Disclosure Standards: IND AS 7 (Statement of Cash Flows) - IND AS 8, Accounting Policies, Changes in Accounting Estimates and Errors - IND AS 24 (Related Party Disclosures) – IND AS 33 (Earnings per share) – IND AS 34 (Interim Financial Reporting) -IND AS 108 (Operating Segments)-IND AS 101 (First Time Adoption of Indian Accounting Standards)

Course Exit Learning Outcomes:

On successful completion of the course the student shall demonstrate:

- Understanding of the applicability and provisions of IND AS*
- Application of depreciation on tangible assets, intangible assets and impairment of assets through the Ind AS*
- Understanding the fair value concept, provisions of contingent Contracts, revenue recognition from Contracts.*
- Recognition, measurement and disclosure of Financial Instruments as per IND AS*
- Understanding of the process of disclosures as per Ind AS*

Suggested Readings:

1. Banka, Anand. *Comprehensive Guide to IND AS Implementation*.
2. Garg, Kamal. *IFRS Concepts and Applications*. Bharath Law House Private Limited
3. Ghosh, T.P. *IFRS for Finance Executives*. Taxman Allied Services Private Limited
4. Gosain, Sariha and Gosain, Rajeeh. *Practical Approach to IND AS Implementation, Illustrations, Summary & Comparisons*.
5. Finch, Clare. *A Student's Guide to International Financial Reporting Standards*. Kalpan Publishing.
6. Kirk, Robert J. *IFRS: A Quick Reference Guide*. Elsevier Ltd.
7. Kumar, Praveen. *Consolidation under IND AS- IFRS Converged Standard*
8. Saini, A. L. *IFRS for India*, Snow White Publications.
9. Sekhar, G and Prashanth, B Sarvana. *Financial Reporting*. Wolters Kluwer India Pvt Ltd.
10. Tripathy, Shibarama. *Roadmap to IFRS and Indian Accounting Standards*.
11. Vijay Kumar, M. P. *First Lesson to International Financial Reporting Standards Beginners Guide*. Prime Knowledge Services.



12. *IFRS Explained – A guide to International Financial Reporting Standards*. BPP Learning Media.

Note: Latest edition of text books may be used.

PAPER BAacctg4.02- MANAGEMENT ACCOUNTING

Course Objectives:

This course is designed to:

- Help the students understand the basic management accounting concepts, methods and techniques.*
- Provide the students" knowledge about using the management accounting data for planning, control and decision making.*
- Help the students to understand management accounting as a tool of information system for taking day to day business decisions.*

Course Contents:

Unit-I: Introduction to Management Accounting and Financial Statement Analysis: Need and Importance of Management Accounting-Limitations of Management Accounting – Functions of Management Accountant – Meaning of Financial Statements – Types of Financial Statements – Use and Importance of Financial Statements – Importance of Financial Statement Analysis – Comparative Statements Analysis, Common-Size Statements Analysis, Trend Analysis

Unit-II- Ratio Analysis: Meaning, Use and Significance of Ratio Analysis – Limitations of Ratio Analysis- Classification of Ratio Analysis – Computation of Liquidity, Activity, Solvency and Profitability Ratios – Du-Pont Control Chart

Unit-III- Cash Flow Analysis (AS3): Classification of Cash Flow – Format of Cash Flow Statement (As-3) – Comparison Between Cash Flow and Funds Flow Statement – Uses and Significance of Cash Flow Statement- Imitations of Cash Flow Statement –Methods of Calculating Cash Flows From (used in) Operating Activities, The Direct Method – The Indirect Method.

Unit-IV- Marginal Costing: Definition of Marginal Cost and Marginal Costing – Marginal Costing Vs. Variable costing – Marginal Costing vs. Absorption costing – Contribution –Marginal Cost Equation – Profit/Volume Ratio- Cost-Volume-Profit Analysis –Break-Even Analysis – Advantages and Limitations of Break-Even Chart – Margin of Safety – Managerial Applications of Marginal Costing -Advantages and Limitations of Marginal Costing

Unit-V- Budgetary Control and Standard Costing: Meaning of Budget- Meaning and Objectives of Budgetary Control – Advantages and Limitations of Budgetary Control – Classification and Types of Budgets – Fixed and Flexible Budgets – Meaning of Standard Cost and Standard Costing – Advantages and Limitations of Standard Costing - Standard Costing and Historical Costing - Steps Involved in Standard Costing - Variance Analysis: Material Variance - Labour Variance - Overhead Variance.



Course Exit Learning Outcomes:

After completing the course, the student shall be able to:

- Understand the meaning of management accounting and emphasis on determining the financial strength and weakness of a firm through comparative statements, trend analysis and common size statements.*
- Grasp the meaning, uses, limitations and calculation of various ratios.*
- Understand the significance and procedure for preparing funds flow statement and cash flow statement.*
- Understand the concept of marginal cost and marginal costing. Learning of cost-volume-profit analysis and break-even analysis using mathematical and graphical approaches; and to develop a thorough understanding about the managerial applications of marginal costing.*
- Understand budgetary control system as a tool of managerial planning and control and the ability to prepare fixed and flexible budget. Ability to understand standard costing system as a tool of managerial control and to compute material, labour and overhead variances.*

Suggested Readings:

1. Arora, M. N. *Management Accounting*. Himalaya Publishing House, New Delhi
2. Banerjee, Bhabatosh. *Financial Policy and Management Accounting*. Prentice Hall of India.
3. Khan, M. Y., & Jain, P. K. *Management Accounting*. McGraw Hill.
4. Lal, Jawahar and Srivastava, Seema. *Cost Accounting*. McGraw Hill Publishing Co., New Delhi.
5. Maheshwari, S. N. *Principles of Management Accounting*. Sultan Chand and Sons
6. Pandey, I. M. *Management Accounting*. New Delhi.
7. Pillai, R S N and Bhagvathi, V. *Management Accounting*. S Chand & Company
8. Robert, S. Kaplan & Anthony, A. Atkinson. *Advanced Management Accounting*. Prentice-Hall
9. Rustagi, R.P. *Management Accounting*: Galgotia
10. Sharma, R. K. & Gupta, Shashi K. *Management Accounting Principles & Practice*: Kalyani Publishers.
11. Singh, Surender. *Management Accounting*. PHI Learning Pvt Limited, Delhi.

Note: Latest edition of text books may be used.



PAPER BAacctg4.03 – FINANCIAL MAANGEMENT

Course Objectives:

This course is designed to:

- *Help the students to understand the foundations of finance with an emphasis on applications vital for corporate managers.*
- *Provide the students to understand the acquisition, financing and management of assets with the aim of maximize the value of the firm.*
- *Understand the criteria for making investment decisions, valuation of financial assets and liabilities, relationships between risk and return, capital structure choice, pay out policy, etc., important to decision-making in marketing, operations management, and corporate strategy.*

Course Contents:

Unit I: Introduction to Corporate Finance: An Overview of Indian Financial System – Corporate Finance/Financial Management: Concept, Meaning, Definition, importance, aims, scope, Relevance and Related disciplines - Sources of Corporate Finance - Objectives of Corporate Finance: Profit Maximisation and Wealth Maximisation–Functions of : Investment, Financing and Dividend Decisions - Capitalisation: Meaning -Theories of Capitalisation-Optimum, Over and Under Capitalisation, reasons, causes and remedies - Sources of Finance: Long-term and short-term sources of finance (Theory) – Time value of money: Concept, Present Value, Annuity, Techniques of Discounting, and Compounding (Theory and Problems).

Unit II: Capital Structure / Financing Decision: Capital structure Decision: Introduction, Meaning, Choice and Importance of Capital structure, Designing Optimal Capital Structure – Capital Structure Theories: NI, NOI, Modigliani-Miller and Traditional Approach – EBIT-EPS Analysis; Cost of Capita: Introduction, Definition, Measurement of Cost of Capital: Cost of Debt, Cost of Preference Shares, Cost of Equity Shares and Cost of Retained Earnings, Calculation of Weighted Average Cost of Capital – Leverages: Meaning, Definition and Types of Leverages (Theory and Problems).

Unit III: Long-term Investment Decision/Capital Budgeting Decision: Capital Budgeting Decision: Meaning, nature, importance, process and kinds of Capital Budgeting – Methods of Capital Budgeting: Non-Discounted Cash Flow Techniques: Meaning, merits and demerits of Average Rate of Return, Pay-Back Period - Discounted Cash Flow Techniques: Meaning, merits demerits and compare and contrast of Net Present Value, Internal Rate of Return, and Profitability Index or BCR (Theory and Problems).

Unit IV: Short-term Investment Decision/Working Capital Management Decision: Working Capital Management: Concept, Meaning, Definition, Classification, Importance, Need and objectives – Factors Determining Working Capital – Principles and Methods of Estimating Working Capital – Cash Management – Receivables Management – Inventory Management (Theory and Problems).

Unit V: Dividend Decision: Dividend Decision: Concept and meaning – Dividend Policy – Determinants of Dividend Policy – Types of Dividend Policy – Theories of Dividends – Relevance of Dividends: Gordon Model, Walter Model – Irrelevance of Dividends: Modigliani-Miller Model (Theory and Problems).



Course Exit Learning Outcomes:

After completing the course, the students will be able to:

- Develop a conceptual framework of finance function and to understand the nature, importance, structure of corporate finance related areas and to impart knowledge regarding source of finance for a business.*
- Understand the choice of optimal capital structure.*
- Assess the profitability of various projects before committing the funds using the capital budgeting techniques.*
- Learn the trade-off between liquidity and profitability with the help of working capital management decision.*
- Bring out the optimal dividend policy by evaluating the dividend theories, which affect the shareholders' wealth and the value of the firm*

Suggested Readings:

1. Banerjee, Bhabatosh. *Financial Policy and Management Accounting*. PHI (2019)
2. Brealey, Richard A. Stewart, C. Myers and Mohanthy. *Principles of Corporate Finance*. Tata Mc Graw Hill.
3. Gordon, E. & Natarajan, K. *Financial Markets and Services*. Himalaya Publishing House.
4. Gupta, Shashi K. & Sharma, R. K. *Financial Management – Theory and Practice*. Kalyani Publishers
5. Khan, M. Y. & Jain, P. K. *Financial Management – Text, Problems & Cases*. Mc Graw Hill Publications
6. Khan, M. Y. *Indian Financial System*. Tata McGraw Hill
7. Krishnamurthy and Viswanathan. *Advanced Corporate Finance*. PHI Learning
8. Pandey, I. M. *Financial Management*. Vikas Publications Pvt Ltd.
9. Van Horne James C. & Wachowicz, John M. Jr. *Fundamentals of Financial Management*. Prentice Hall of India.

Note: Latest edition of text books may be used.



PAPER BAacctg4.04 – ENGLISH COMMUNICATION AND SOFT SKILLS

Course Objectives:

The course aims to:

- Equip the student with the knowledge of methods of oral and written communication and develop proficiency in written and oral communication in English Language.
- Develop proficiency of the students in the use of methods of business communication.
- Provide knowledge of appropriate English language in communication including in business.

Course Contents:

Unit I: Communication: Meaning, Importance and Purpose of Communication, Types of Communication, Process of Communication, Communication Network in an Organisation, Strategy for Effective Communication, Barriers to Communication and Dealing with them. Listening: Process, Barriers, Types, Benefits of Effective Listening. Reading: Skills and Strategies, Skimming and Scanning.

Unit II: Oral Business Communication: Introduction, Advantages of Oral Communication, Oral Business Presentation, Telephonic Conversation, Speeches – speech of introduction, speech of thanks, occasional speeches, theme speech; Mastering the art of giving interviews such as selection or placement interview, appraisal interview, exit interview etc. Group Communication: Short Dialogues, Meetings, Group Discussions, Seminar/Conference, Paper Presentation etc.

Unit III: Written Business Communication: Writing as a communication skill, E-mails and E-mail Etiquettes, Writing Memo, Agenda, Notice, Minutes, Reports. Business letters and their basic qualities, opening and closing paragraphs, mechanics of letter writing; Specific types of letters such as routine letters, bad news letters, persuasive letters, sales letters, collection letters, job applications letters; Internal communication circulars and memos, minutes and notices, letters from top management, reminders and follow up letters; Employee newsletters.

Unit IV: Personality Development: Understand how you think, determine what you value, be clear what drives you; Audit your skills and describe your personality. Take a process view of your life, paint your figure, define your goals, make choices, identify your developmental needs, and overcome resistance; Build your network, develop a positive self-image, empowerment, use a mentor, learn how to learn, measure yourself; Increase your professionalism, Group discussion on current social, cultural and popular topics.

Unit V: Interpersonal Skills: Negotiations, social skills, assertive skills, cross-cultural communications. Leadership Skills - Concepts of leadership, leadership styles, insights from good leaders; Be assertive, aim for win-win, consult effectively, be a team player, help others achieve, use power and influence, look good, sound good; Career management – self-assessment, moving forward. Managing ethically. Managing diversity, coaching skills.

Course Exit Learning outcomes

After successful completion of this course, students will be able to:

- Develop required level of knowledge of methods of oral and written communication.



- *Become proficient in the use the methods of business communication.*
- *Knowledge of appropriate usage of English language in communication orally and in writing including in business communications.*
- *Use appropriate skill in all types of written and verbal communications in personal and business dealings.*

Suggested Readings:

1. Andrews, Deborah C. and Andrews, William D. *Management Communication: A Guide.* Cengage Learning.
2. Kumarasamy, A. *Gandhi on Personal Leadership.* Jaico Publishing House.
3. Locker and Kaczmarek. *Business Communication: Building Critical Skills.* The McGraw Hill Companies, Inc.
4. Lopez, Pedrotti and Synder. *Positive Psychology – the Scientific and Practical Explorations and Strengths.* Sage Publications.
5. Louis, Narens. *Theories of Meaningfulness.* Psychology Press. Taylor & Francis.
6. Nair, K. A. *Higher Standard of Leadership: Lessons from the Life of Gandhi.* Berrett-Koehler Publishers, San Francisco.
7. Newman, Amy. *Business Communication: In Person, In Print, Online.* Cengage Learning.
8. Schein, Edgar H. *Humble Inquiry – The Gentle Art of Asking Instead of Telling.* Berrett Koehler Publishers.
9. Shirley, Taylor. *Communication for Business.* Pearson Education
10. Smallwood, Robert F. and Williams, Robert F. *Managing Electronic Records: Methods, Best Practices, and Technologies.* John Wiley and Sons.
11. Vygotsky, L. S. *Mind in Society – The development of Higher Psychological Processes.* Harvard University Press.
12. Wilson, Kevin and Wauson, Jennifer. *The AMA Handbook of Business Documents: Guidelines and Sample Documents That Make Business Writing Easy.* Paperback.

Note: Latest edition of readings may be used.



PAPER BAacctg4.05 – SECOND LANGUAGE IV

Note: (1) The university may offer choice of other foreign languages such as French, German, Italian, Spanish, etc., in place of English to the candidate

(2) Course contents to be drafted by the university.

PAPER BAacctg4.06 – COMPUTERISED ACCOUNTING

Course Objectives:

This course aims to:

- Help the students to acquire the basic knowledge of the functioning of an accounting system (Tally.ERP9)*
- Help the students understand the importance of documentation and flow of data in an organization*

Course Contents:

Unit I: Introduction to ERP and Business Processes = Overview of enterprise systems – Evolution - Risks and benefits - ERP software solutions- Small, medium and large enterprise vendor solutions – Functional modules – Overview of Database Management Systems – Widespread use of Spreadsheet and XML - General Ledger setup – Procure to Pay cycle , Setup (Purchase Order, Goods Received Note, Purchase invoice) – Order to Collection cycle, setup (Sales order , Delivery challan, Sales invoice) – Importance of Documentation – Maintaining Electronic books of accounts

Unit II: Inventory Management- Units of measure – Stock – Bill of material – Stock valuation – Manufacturing journal – Batches and godowns – Inventory integration into Financial Accounts – Cost centers – Inventory reports

Unit III: Payroll Management - Payroll Accounting – Components of Salary and pay heads – Attendance vouchers – Payroll voucher – Payslips – Payroll reports

Unit IV: Banking and Taxation - Banking features- Cheque printing - Bank reconciliation – Direct and Indirect Tax setup – Ledger creation and Configuration – GST return filing – E-way bills

Unit V: Laboratory Exercises- Case studies of Purchase process - Sales process – Inventory management – Payroll management – Banking and Taxation – Analyzing the impact of the above modules on the Balance sheet and Profit or Loss statements – Generating Management Information System Reports

Course Exit Learning Outcomes:

On successful completion of this course the student shall demonstrate

- Clear comprehension of Accounting System in an organisation*



- Understanding of the Inventory system that can be overstated through computers*
- Ability to enter the Pay roll voucher and make Pay roll accounting*
- Understanding of the Banking and GST return filing processes*
- Ability to work out the Case studies in all the functions*

Suggested Readings:

1. Agrawal, Namrata. *Comdex Tally., ERP 9 Course Kit*: Dreamtech Press
2. Chheda, Rajesh. *Learn Tally. ERP 9 with GST and E-way Bill*. Ane's Student Education
3. Nadhani, Ashok. K. *GST Accounting with Tally. ERP 9*: BPB Publications
4. Nadhani, Ashok K. *Tally ERP 9 Training Guide*: BPB Publications.
5. Tarang, *Tally ERP 9*. Computer World Publications.
6. *Official Guide to Financial Accounting using Tally. ERP 9 with GST*. Tally Education Pvt Ltd.

Note: Latest edition of text books may be used.

Note: Course _BAcctg4.06 Computerised Accounting' is a 100% practical course. Teaching and Continuous Assessment (CA) of this course shall be undertaken in the Accounting Laboratory and the Final Examination also shall be conducted by an external examiner and an internal examiner in the Accounting Laboratory.



PAPER BAacctg 4.07 CREATIVITY, INNOVATION AND ENTREPRENEURSHIP

Course Objective:

The course aims to:

□ Enable learners to explore approaches used by managers and organisations for creating and sustaining high levels of innovation.

□ Equip the learners to entrepreneurship so that they are inspired to look at entrepreneurship as a viable, lucrative, and preferred option of professional life.

Course contents:

Unit I: Creativity: Meaning and Concept of Creativity; Creativity Process; Nature and Characteristics of Creativity and Creative Persons; Factors affecting Creativity; Recognizing and Avoiding Mental blocks; Thinking Preferences; Risk Taking; Creativity Styles; Creative Thinking Tools; Idea Generation and Creativity: Ideation; Pattern Breaking Strategies; Mind stimulation: games, braintwisters and puzzles; Ideacollection processes: Brainstorming/ Brain, writing, SCAMPER methods, Metaphoric thinking, Outrageous thinking, Mapping thoughts; Eight Dimensional (8D) Approach to Ideation. Systematic Inventive Thinking: TRIZ methodology.

Unit II: Innovation: Innovation Vs. Creativity; Types of Innovations: Incremental & Radical. Ecosystem for innovation; Intrinsic-Motivation and Extrinsic Motivation; Leadership styles fostering innovation; organisational alignment; Creating Self-sustaining Culture of Innovation; Organisational Enrichment. Innovation Management: Invention and Discovery Process and Typology; Methods and Techniques; Arenas of Innovative Competence; Categories of Innovation: Product, Process, and Service Finance (Venture Capital, Angel Investors), Offerings, Delivery. Evaluation of effectiveness of innovation. Role and functions of business incubators, angel investors, venture capital, startup finance and private equity fund. Role of government, institutions, industries/entrepreneur's associations and self-help groups, Initiatives of Government of India to promote entrepreneurship – Start up India, Stand up India, Make in India, etc.

Unit III: Entrepreneurship: Meaning, elements, determinants and importance of entrepreneurship and creative Behaviour; Entrepreneurship and creative response to the society's problems and at work; Dimensions of entrepreneurship: intrapreneurship, technopreneurship, cultural entrepreneurship, international entrepreneurship, netpreneurship, ecopreneurship, and social Entrepreneurship Business houses and family business in India; contemporary role models in Indian business: their values, business philosophy and behavioural orientations; Conflict in family business and its resolution.

Unit IV: Enterprise Formation: Significance of writing the business plan/project proposal including feasibility analysis; Contents of business plan/ project proposal; Designing business processes, location, layout, operation, planning & control; preparation of project report (various aspects of the project report such as size of investment, nature of product, sourcing of material, market potential maybe covered); Project submission/presentation and appraisal thereof by external agencies, such as financial/ non financial institutions Understanding and analysing business opportunities, market demand analysis, project feasibility study; preparation of business plan; Start-ups and basic startups problems, sources of financing business start-ups; Cases of Indian start-ups (practical knowledge on preparation of business plan/project report shall be imparted). Mobilizing resources or startup. Accommodation and utilities; Preliminary contracts



with the vendors, suppliers, bankers, principal customers; Contract management: Basic start-up problems.

Unit V: Enterprise Management: Managing finance- preparation of operating/cost budget, cash budget; Understanding management of short term and long-term capital; Human resource planning; Contract management; Understanding marketing methods; Understanding of GST and other tax compliances. Managing Growth: Business growth strategies specific to small enterprises; Enterprise life cycle and various growth strategies; Business collaboration and outsourcing of resources; Network management; Succession.

Course Exit Learning Outcomes:

After completion of the course, the learners will be able to:

- Analyse creative thoughts of renowned personalities in the past and its contribution towards the success and shortcomings of business model;*
- Generate innovative idea for business and defend/ justify the same;*
- Interpret the business competence achieved by various organisations by using the innovative business model;*
- Describe the significance of innovative leadership;*
- Identify the parameters to assess opportunities and constraints for new business ideas and develop a business idea by adopting systematic process;*
- Create a Business Plan and design strategies for successful implementation of ideas;*
- Understand entrepreneurship as volition in context of India.*
- Gather knowledge and ideas on the existing support system for entrepreneurial orientation.*
- Understand enterprise formation process for gaining ideas as to creation of an enterprise for pursuing a career.*
- Understand requirements of post-enterprise creation for effective operation of business.*
- Gain knowledge on available growth strategies for implementing effective suitable strategy for expansion and growth*

Suggested Readings:

1. Brandt, S. C. *Entrepreneuring: The Ten Commandments for Building a Growth Company*. MacMillan Business Books.
2. Desai, V. (2009). *Dynamics of Entrepreneurial Development and Management*. Mumbai: Himalaya Publishing House.
3. Dollinger, M. J. (2008). *Entrepreneurship: Strategies and Resources*. New Jersey: Prentice Hall.



4. Harvard Business Essentials. (2003). *Managing Creativity and Innovation*. Boston: Harvard Business School Publishing.
5. Hisrich, R., Peters, M., & Shepherd, D. (2017). *Entrepreneurship*. New York: McGraw Hill Education.
6. Holt, D. H. *Entrepreneurship: New Venture Creation*. New Delhi: Prentice Hall of India.
7. Panda, S. C. *Entrepreneurship Development*. New Delhi: Anmol Publications.
8. Prather, C. (2010). *The Manager's Guide to Fostering Innovation and Creativity in Teams*. New York: McGraw-Hill Education.
9. Rao, T. V. and Kuratko, D. F. (2012). *Entrepreneurship: A South Asian Perspective*. Boston: Cengage Learning.
10. Taneja, S., and Gupta, S. L. *Entrepreneurship Development-New Venture creation*. New Delhi: Galgotia Publishing House.
11. Vasper, K. H. *New Venture Strategies (Revised Edition)*. New Jersey: Prentice-Hall.

Note: Latest edition of readings may be used.



V

SEMESTER

| Subjects | | No of Credits | Max Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|-----------------------------------|-----|---------------|-----------|---------------|----------------|-----------------|-------------|
| 1. Direct Taxes – I | CC | 4 | 100 | 30 | 10 | 24 | 64 |
| 2. Cost Management | CC | 4 | 100 | 34 | 10 | 20 | 64 |
| 3. Ind- As | DSE | 4 | 100 | 40 | 10 | 14 | 64 |
| 4. Financial reporting | CC | 4 | 100 | 34 | 10 | 20 | 64 |
| 5. Indirect Tax I | CC | 4 | 100 | 44 | 10 | 10 | 64 |
| 6. Accounting Information Systems | DSE | 4 | 100 | 30 | 14 | 20 | 64 |
| 7. Internship | SEC | 4 | 100 | -- | -- | 64 | 64 |
| Total | | 28 | 700 | 212 | 64 | 172 | 448 |

PAPER BAacctg5.01: DIRECT TAXES I**Course Objectives:**

The objective of this paper is to:

Make the student to gain knowledge about the direct tax laws in force for the relevant previous year.

Provide insight to understand the computation of Income under various heads for the assessment of tax liability for various assesses.

Course Contents:

Unit I: Income Tax Act, 1961 – An Overview: Background, Important definitions, Determination of Residential Status, Basis of Charge, Scope of Total Income, Tax Rates in accordance with the applicable Finance Act for the relevant assessment year, Agricultural Income, Incomes which do not form part of total Income,

Unit II: Computation of Income under the head Salaries: Salary – Coverage, Employer and Employee Relationship, Allowances, Monetary and Non-Monetary Perquisites–Valuation and Taxability, Profits in lieu of Salary, Deductions against Salary, Incomes exempt from Tax and not includible in ‘Salary’, Deduction to be made from salary in respect of Provident Fund under the provisions of the Provident Fund and Miscellaneous Provisions of Act 1952 and tax treatment of employers’ contribution to Provident Fund, Tax Deducted at Source on Salary Income and Compliances, Practical Case Studies.

Income from house property: Chargeability, Owner of house property, Determination of Annual Value, Deduction from Net Annual Value, Treatment of Unrealized Rent, Arrears of Rent, Exemptions, Computation of Income from a let-out House Property, Self-Occupied Property, Practical Case Studies.

Unit III: Computation of Income from Profits and Gains from Business and Profession: Profits and Gains from Business and Profession: Business and Profession – An overview,



Chargeability, Profits and Losses of Speculation Business, Deductions Allowable, Expenses Disallowed, Deemed Profits u/s 41, Maintenance of Accounts, Tax Audit, Presumptive Base Taxation, Practical Case Studies.

Unit IV: Computation of Income under the head Capital Gains and other sources: Chargeability, Capital Gains, Capital Assets & Transfer, Types of Capital Gains, Mode of Computation of Capital Gains, Exemptions and Deduction, Special Provision – Slump Sale, Compulsory Acquisition, Fair Market Value, Reference to valuation officer, Practical Case Studies; Taxation of Dividend u/s 2(22)(a) to (e), Provisions relating to Gifts, Deductions, Other Miscellaneous Provisions, Practical Case Studies.

Unit V: Computation of total income of different assesses: Gross Total Income, Deductions under section 80, clubbing of income, setoff and carry-forward of losses, computation of total Income assessment of Individuals, HUFs, Firms, including LLPs, AOP's and Trusts.

Course Exit Learning Outcomes:

On successful completion of the course, the student will be able

Understand the latest provisions of income tax, rates of tax, cess etc as applicable for the Assessment year.

Understand the basis of Charge of income tax based on residential status of assesses. Identify incomes which are taxable and those that are exempted.

Understand and apply the basis of charge of income with a focus on different heads on income.

Compute taxable income under different heads of income. Compute total taxable income of different assesses.

Work as tax consultant, audit assistant and other supporting services

Suggested Reading:

1. Manoharan, T. N. *Students Handbook on Income Tax Law*, Snow White Publications
2. Mehrotra, H. C. *Income Tax Law and Accounts including Tax Planning*, Sahitya Bhawan Publications.
3. Narang and Gaur. *Income Tax*. Himalaya Publishing House.
4. Prasad, B. *Direct Taxes -Law and Practices*. Wishwa Prakashana
5. Singhanian Vinod K. and Singhanian, Kapil. *Direct Tax Planning and Management*, Taxman.
6. Singhanian, Vinod, K. *Direct Taxes - Law and Practices*. Taxman.
7. Srinivas, E. A. *Corporate Tax Planning*. Tata Mc Graw Hill
8. *Income tax Act, 1961 as amended till date.*

Note: Latest edition of text books may be used.



PAPER BAacctg5.02: COST MANAGEMENT

Course Objectives:

The Objective is to:

- Make the students to understand the internal environment of business.*
- Enable the students to formulate strategies relating to cost.*

Course Contents:

Unit I: Costing Strategy: Influence of different classification of cost elements on business enterprise, Importance of analysing cost elements, cost control and cost reduction: meaning, process, methods and techniques of cost control and cost reduction, cost management: areas of cost management, difference between cost management and cost accounting, Cost Governance, Cost leadership strategy for sustainability, Sustainable cost management, role of cost accounting in strategic planning and management control.

Unit II: Life Cycle Costing: Meaning of LCC, factors affecting Life cycle costing, phases in product life cycle, characteristics, product life cycle and cost control. Experience curve in product life cycle costing. Project life cycle costing: Meaning, categories of project life cycle costs, optimization of project life cycle costs.

Unit III: Activity Based Costing System: Introduction to traditional methods of overhead absorption, problems of overhead absorption system under Traditional System, introduction to ABC, Kaplan and Coopers approach to ABC, cost drivers and cost activities, allocation of overheads under ABC, Characteristics of ABC, benefits from adaptation of ABC System, problems on comparison between traditional system and ABC system.

Unit IV: Just in Time and Kaizen Costing: JIT – features, methodology in implementation of JIT, Benefits of JIT. Kaizen Costing: concept, procedure for implementation, evaluation, benefits of Kaizen costing. Lean Cost Management: Meaning, definition, factors, applications, procedure to implementation, comparison with traditional management system, Modern production management techniques, benefits and drawbacks of Lean Cost Management.

Unit V: Strategic Cost and Performance Evaluation: Integration of strategic cost management with performance evaluation, Strategic cost management issues in different elements of cost; material, labour and overheads; product S design, value analysis and value engineering, strategic analysis of cost, business process re-engineering, benchmarking.

Course Exit Learning Outcomes:

On successful completion of the course, the Students will be able to:

- Understand the basics of Cost Accounting and Cost Management Techniques.*
- Analyse the different overhead techniques for reducing the cost of the product.*
- Understand the cost behaviour during different stages of life cycle.*



- Apply ABC, JIT and Kaizen Costing.*
- Evaluate the performance in the context of integration of strategic cost management.*

Suggested Readings:

1. Arora M N. *A Text book of Cost & Management Accounting*. Vikas Publishing, New Delhi
2. Brown & Haward. *Principles of Management Accountancy*. Mac Donald & Evans, London.
3. Cowe, Roger. *Hand Book of Management Accounting*. A Grower Handbook.
4. Horngren Charles, T. Datar M. Srikant and Rajan V. Madhav. *Cost Accounting: A Managerial Emphasis*. Prentice Hall Publishers, Delhi
5. Lal Jawahar, Srivastava, Seema. *Cost Accounting*. Tata Mc Graw Hill, Delhi
6. Mukherjee, S. & Roychowdhury, A.P. *Advanced Cost and Management Accountancy*. New Central Book Agency, Calcutta.
7. Paul, S.K.R. *Management Accounting*. New Central Book Agency Private Ltd., Calcutta.
8. Ravi. M. Kishore. *Cost Management*. Taxman Allied Services (p) Ltd.
9. Sharma & Gupta, Shashi. K. *Cost & Management Accounting*. Kalyani Publishers
10. Shank, John K. *Cases in Cost Management: A Strategic Emphasis*. South-Western Publishing, Thomson Learning.

Note: Latest edition of text books may be used.



PAPER BAacctg5.03 – INDIAN ACCOUNTING STANDARDS (IND AS)

Course Objectives:

The objective of this course is to:

- *Develop analytical thinking in respect of Ind AS.*
- *Focus on why part of the standards rather than the how part of revenue recognition, measurement, presentation of accounts as per Ind – AS.*

Course Contents:

Unit I: Introduction to Indian Accounting Standards: Overview of Accounting Standards – Objectives of Accounting Standards – Benefits and Limitations of Accounting Standards – Process of Formulation of Accounting Standards in India – List of Indian Accounting Standards (Ind AS) – Need for Convergence Towards Global Standards– International Financial Reporting Standards as Global Standards – Benefits of Convergence with IFRS – Applicability of Ind AS in India.

Unit II: Theoretical framework of Ind AS: Difference between Adoption of IFRS and Convergence of Indian Accounting Standards to the IFRS – Differences between Ind AS and Indian GAAP – Comparison with US GAAP – Substance over Form – Principles Vs. Rule based Accounting System – Descriptive Vs. Prescriptive Accounting System. Role of Institute of Chartered Accountancy, Ministry of Corporate Affairs, Ministry of Finance (Taxation) in formulating the policy of Ind AS

Unit III: Presentation of Financial Statements: Users of financial statements, objective of financial statements, Underlying assumptions, Qualitative characteristics of financial statements, the elements of financial statements, Recognition of the elements of financial statements, Measurement of the elements of financial statements, Concepts of capital and capital maintenance.

Liability Based Indian Accounting Standards: Provisions, contingent liabilities and contingent assets (Ind AS 37) – Scope, provision, liability, obligating event, legal obligation, constructive obligation, contingent liability, contingent asset, relationship between provisions and contingent liability, recognition of provisions, Contingent asset and contingent liability, Measurement and Disclosure of Information in the Financial Statements

Unit IV: Business Combinations: IND AS 103 (Business Combinations) - IND AS 110 (Consolidated Financial Statements) - IND AS 111 (Joint Arrangements) - IND AS 28 (Investments in Associates and Joint Ventures), IND AS 112 (Disclosure of Interest in Other Entities)

Unit V: Lease finance and Use by others of entity assets yielding Interest, royalties and Dividends - Recognition, Measurement and Disclosure of Lease finance as per IND AS 116, Royalties: Royalty includes the charge for the use of patents, know-how, trademarks, and copyrights. Revenue has to be recognized on the basis of accrual basis and in accordance with the relevant agreement as per AS9 and IND AS 18. Dividends: Revenue has to be recognized when the owner's right to receive payment is established. Differentiating IND AS -18 VS AS-9

Course Exit Learning Outcomes:

On the successful completion of the course, the student will be able to:



- *Understand the conceptual framework of Indian Accounting standards issued by ICAI*
Understand the logic behind the Ind AS
- *Have an overview of International Accounting Standards and interpretations adopted by the ICAI*
- *Understand the method of Presenting the financial statements*
- *Measure the value of liabilities as per Ind – AS*
- *Measuring the Lease assets and use by others of entity assets, yielding interest, royalties and dividends.*

Suggested Readings:

1. Banka, Anand. *Comprehensive Guide to IND AS Implementation*.
2. Garg, Kamal. *IFRS Concepts and Applications*. Bharath Law House Private Limited
3. Ghosh, T.P. *IFRS for Finance Executives*. Taxman Allied Services Private Limited
4. Gosain, Sariha and Gosain, Rajeeh. *Practical Approach to IND AS Implementation, Illustrations, Summary & Comparisons*
5. Finch, Clare. *A Student's Guide to International Financial Reporting Standards*. Kalpan Publishing.
6. Kirk, Robert J. *IFRS: A Quick Reference Guide*. Elsevier Ltd.
7. Kumar, Praveen. *Consolidation under IND AS- IFRS Converged Standard*
8. Saini, A. L. *IFRS for India*. Snow White Publications
9. Sekhar, G and Prashanth, B Sarvana. *Financial Reporting*. Wolters Kluwer India Pvt Ltd.
10. Tripathy, Shibarama. *Roadmap to IFRS and Indian Accounting Standards*.
11. Vijay Kumar, M. P. *First Lesson to International Financial Reporting Standards Beginners Guide*. Prime Knowledge Services.
12. *IFRS Explained – A Guide to International Financial Reporting Standards*. BPP Learning Media

Note: Latest edition of text books may be used.



PAPER BAacctg5.04 - FINANCIAL REPORTING

Course Objectives:

The objective of this course is to:

- Enable the student to understand the structure, contents, compliance and recent developments in corporate reporting.

Course Contents:

Unit I: Preparation and Presentation of Financial Statements in Compliance with Legal and Regulatory Requirements: Preparation and presentation of financial statements for single companies, not for profit and public sector entities, Criteria for information appearing in a published income statement and balance sheet, Income statement, Balance sheet, Statement of changes in equity, Reporting comprehensive income, Segmental reporting, Accounting policies, Fair view treatment, Chairman's statement and directors' report, Management Discussion and Analysis, Notes to the accounts, Cash flow statements, Preparation of published accounts complying with accounting standards.

Unit II: Fundamental Ethical and Professional Principles: Professional behaviour and compliance with accounting standards, Ethical requirements of corporate reporting and the consequences of unethical behaviour.

Unit III: Trends in Financial Reporting: Integrated reporting, Principles, Integrated reporting by listed companies SEB/ regulations (LODR) (Listing obligations and Disclosure requirements) sustainability reporting – concept, forms, benefits, Global reporting initiative (GRI). Triple bottom line reporting (TBL) – concept, benefits, implementation, forms, users, Financial reporting vis-à-vis Triple bottom line reporting, Challenges. Corporate Social Responsibility-Meaning, importance, requirements and users of CSR Report, benefits, reading of CSR Report, Evaluation of CSR reports, innovation in CSR Reporting (Case Studies). CSR reporting in Indian context, CSR guidelines issued by ICAI, Value Added Statement, Human Resource Reporting (Case Studies), corporate environment accounting and audit, Accounting for carbon credit.

Unit IV: Financial Reporting for Financial Institutions: Financial reporting for financial institutions, Qualities of Financial Reporting in Banking, RBI Guideline of Financial Reporting, RBI Prudential Norms. Financial Reporting by mutual funds, Non-banking finance companies, Merchant Bankers, Stock, and commodity market intermediaries.

Unit V: Extensible Business Reporting Language (XBRL): Introduction to XBRL, Need for XBRL Adoption, Technical terms used in XBRL, Regulatory framework of XBRL in India, Benefits and Myths of XBRL, Role of preparers of Financial Statements.

Course Exit Learning Outcomes:

On successful completion of the course, the student will be able to:

- Apply fundamental ethical and professional principles to ethical dilemmas and discuss the consequences of unethical behaviour



Evaluate the appropriateness of the financial reporting framework and critically discuss changes in accounting regulation

Understand the differences in reporting of limited companies, Banks, NBF and financial market intermediaries.

Analyse and measure the Sustainable Reporting of the firms.

Equip with the Recent Developments happening in Financial Reporting

Explore the basic aspects of XBRL and its impact on Financial Reporting.

Suggested Readings:

1. Agarwal, Sanjay K. *Corporate Social Responsibility in India*. SAGE Response
2. Banka, Anand. *Comprehensive Guide to IND AS Implementation*.
3. Garg, Kamal. *Corporate Social Responsibility*. Bharath Publication
4. Garg, Kamal. *IFRS Concepts and Applications*. Bharath Law House Private Limited
5. Ghosh, T. P. *IFRS for Finance Executives*. Taxman Allied Services Private Limited
6. Gosain Sariha, and Gosain, Rajeeh. *Practical Approach to IND AS Implementation, Illustrations, Summary & Comparisons*
7. Kirk, Robert J. *IFRS: A Quick Reference Guide*. Elsevier Ltd.
8. Kumar, Praveen. *Consolidation under IND AS- IFRS Converged Standard*
9. Saini, A. L. *IFRS for India*, Snow White Publications
10. Tripathy, Shibarama. *Roadmap to IFRS and Indian Accounting Standards*.
11. Vijay Kumar, M. P. *First lesson to International Financial Reporting Standards Beginners Guide*. Prime Knowledge Services.
12. *IFRS explained – A Guide to International Financial Reporting Standards*. BPP Learning Media

Note: Latest edition of text books may be used.



PAPER BAacctg5.05 – INDIRECT TAXATION I (GST INCLUDING ONLINE FILLING OF TAX DOCUMENTS)

Course Objectives:

The paper aims at:

- Equipping the students with the required knowledge about the levy and collection of Goods and Service Taxes*
- Providing knowledge about various provisions of GST.*
- Facilitating a working platform to the students by providing hands on experience in filling and filing of GST Returns.*

Course Contents:

Unit I: Structure of GST and Registration: Indian Tax Structure- Different Types of Taxes- Direct Taxes- Indirect Taxes- Introduction to GST - Genesis of GST- Objectives of GST- Features of GST- Taxes Subsumed under GST - Structure of GST - Dual Model of GST - Advantages of Dual Model of GST - GSTN - GST Council - HSNC - Tax Rates - Registration Process - Compulsory Registration - Liability for Registration - Exemption from Registration - GST Unique Identity Number (GSTIN) - Deemed Registration - Cancellation and Revocation of Registration.

Unit II: Taxable Event: Taxable Event- Concept of Supply - Supply of Goods and Services - Place of Supply - Inter-State Supply - Intra State Supply - Import and Export- Time of Supply- Valuation of Supply - Zero Rated Supply - Exempt Supply - Mixed and Composite Supply - Inward and Outward Supplies - Return of Goods -Purchase Returns -Sales Returns -Supplies Inclusive of Tax - Reverse Charge - Composition Scheme - Purchases from Composition Dealer -Purchases from Unregistered Dealers-Exports -Imports -Exempted Goods -SEZ Sales -Advance Receipts and payments

Unit III: Input Tax Credit and Tax Invoices: Input Tax Credit- Eligible and Ineligible Input tax Credit - Apportionment of Credit and Blocked Credit -Tax Credit in respect of Capital Goods - Availability of Tax Credit under special circumstances- Transfer of Input Tax Credit - Input Service Distributor- Tax Invoice - Bill of Supply- Credit Note -Debit Note - Receipt Voucher - Payment Voucher - Revised Invoice - Transportation of goods without issue of Invoice -Delivery Challan

Unit IV: Payment of Tax and Refund: Payment of Tax -Modes of Payment - Electronic Liability Register - Electronic Credit Ledger - Electronic Cash Ledger- Time line for Payment of Tax - Challan Reconciliation - Interest on Late Payment - Set off of Input Tax Credit - Refunds- Application for Refund of Tax, Interest, Penalty, Fees or any Other Amount - Acknowledgement - Grant of Provisional Refund - Order Sanctioning Refund - Credit of the Amount of Rejected Refund Claim - Order Sanctioning Interest on Delayed Refunds - Refund of Tax to Certain Persons - Refund of Integrated Tax paid on Goods or Services Exported out of India - Consumer Welfare Fund

Unit V: Filing and Filing of GST Returns: GSTR 1- GSTR 3B - GSTR 4 GSTR 5- GSTR6- GSTR7-GSTR8- GSTR – 9 -GSTR10- GSTR11

Practical Component: Familiarise students with online GST Registration Process and Payment of Tax; Enabling GST and Defining Tax Details - Tally ERP; Defining Tax Rates at Master and



Transaction Levels; Defining GST Rates at Stock Group Level; Defining GST Rate at Transaction Level; Accounting of GST Transactions; Creation of GST Duty ledgers; GST Reports; Generating GSTR; Exporting GSTR; Uploading of GSTR on GST portal

Course Exit Learning Outcomes:

On successful completion of this course the students shall demonstrate

- Knowledge of the Law and Practice of Goods and Service Tax*
- Understanding and skill for meeting the requirements of the GST returns, and payment of tax.*
- Confidence to work in a commercial establishment in the field.*

Suggested Readings:

1. Ahuja, Girish Gupta, Ravi. *Systematic Approach to GST*. Wolters Kluwer
2. Gupta, S.S. *Taxmann's GST New Returns - How to Meet Your Obligations -A Practical Guide for filing of New GST Returns*.
3. Gupta, Vineet and Gupta, N. K. *Fundamentals of Goods and Services Tax*. Bharat Law House Pvt Ltd
4. Mehrotra H.C. and Agarwal, V. P. *Goods and Services Tax and Customs*. Sahitya Bhawan Publication.
5. Murthy, K. Ch. A. V. S. N. Lavanya, K. V. N. & Lakshmi, V. D. M. V. *Theory and Practice of Goods & Service Tax*. Telugu Academy, Hyderabad.
6. Saha, R.G Shah, Divyesh and Devi, Usha. *GST*, Himalaya Publishing House.
7. Singhanian, Aditya. *Taxmann's GST New Returns with e-Invoicing - A Comprehensive Guide to New GST Returns*.

Note: Latest edition of text books may be used.



PAPER BAacctg5.06 - ACCOUNTING INFORMATION SYSTEMS

Course Objectives:

The course aims to:

- Develop the knowledge and understanding of students in documentation techniques used for representing computer-based accounts information system.*

Course Contents:

Unit I: Overview of Accounting Information Systems: An Overview of AIS; Functions, Value Addition by AIS, AIS and Corporate Strategy, role an AIS plays in a company's value chain internal and external parties and AIS, Overview of Transaction Processing and Enterprise Resource Planning Systems; AIS development strategies. Tools used in systems analysis and design flow charts and decision models.

Unit II: Accounting Information System Cycles: Hierarchy of systems; System description; Systems model of an information processing system; Revenue cycle; Expenditure cycle – Purchase and cash disbursement procedures; Payroll processing and fixed asset procedures; Conversion cycle; Financial reporting and management reporting systems; General ledger and reporting cycle; Interface of accounting information and management system; Organization of accounting information System

Unit III: Controls and Audit in Accounting Information System: Prevalence, Prevention and Detection of Fraud in AIS; Information system control for system reliability, information security, confidentiality, integrity, and availability, COBIT, COSO, and ERM control frameworks; Auditing computer-based information system- information system audit and its Four Step Approach, internal control system in AIS, audit of an AIS, Nature and Scope of operational Audit.

Unit IV: Innovative Technologies in Accounting Information: Data processing modes and strategies, Database management systems, REA approach to database modelling - HR/payroll, manufacturing, and capital assets business cycles; Enterprise resource planning (ERP)systems; Applying XBRL in AIS; Financial reporting and management reporting systems.

Unit V: System Development and implementation: systems development life cycle, systems development planning, key issues and steps in systems analysis, principles and challenges of business process management, prototypes used to develop an AIS, systems design process, systems implementation and conversion process, systems operation and maintenance process.

Course Exit Learning Outcomes:

After completing the course, the student will be able to:

- Explain basic concepts of Accounting Information Systems, business processes.*
- Understand the importance of control mechanisms related to AIS.*



- Understand the role of Accounting Information Systems in businesses and organizations.*
- Prepare and use information systems and documentation techniques to understand and document information system.*

Suggested Readings:

1. Hall, James A. *Accounting Information Systems*. Cengage Learning
2. Karthikeyan M, *Accounting Information System*, Avinash Paperback.
3. Marshall, B Romney and Paul, J Steinbart, *Accounting Information System*. Pearson Education.

Note: Any other Latest Edition of reference



PAPERBAcctg5.07 INTERNSHIP

After completion of the 4th Semester, each student shall undergo internship of 4 weeks. The internship can be undertaken either at the office of a practicing firm of Chartered Accountant/Cost Accountant/ Company Secretary or a manufacturing company/ Banking Company/Insurance Company/Mutual fund/Financial Planners and Consultants/Cooperative Society/Partnership firm/Single Proprietorship firm/NGO/Commercial/Non-Commercial, Government/Non-Government/Quasi-Government Department under a workplace supervisor. The internship shall carry 4 credits and the performance shall be evaluated out of 100 marks.

The student shall maintain day to day record of work done by him during the internship with the firm. Based on that the student shall develop a written report on the work done and achievements made during the internship, get these certified by the authorised signatory of the firm and submit the report after completion of internship to the Head of the Department/Head of the Institution.

After successful completion of the internship the student shall further procure the following documents from the firm where he undertakes the internship:

1. Certificate of successful completion of internship with certification by the authorised signatory on the letter head of the firm.
2. Photo copy of attendance register duly attested by the authorised signatory of the firm.

A viva-voce shall be conducted at the beginning of the 5th Semester by a board consisting of one external examiner from industry or professional firm and an internal examiner from the Department/Institution. The internship shall carry 100 marks. Internship report shall be evaluated for 70 marks and the performance at the viva voce shall be evaluated out of 30 marks by the board of examiners. Marks secured shall be added to the Marks sheet of the 5th Semester examination.

VI

SEMESTER

| Subjects | | No. of Credits | Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|-------------------------------------|-----|----------------|-------|---------------|----------------|-----------------|-------------|
| 1. Direct Taxes – II (Tax Planning) | CC | 4 | 100 | 34 | 10 | 20 | 64 |
| 2. Goods & Services Tax | CC | 4 | 100 | 30 | 10 | 24 | 64 |
| 3. Global Accounting Standards | CC | 4 | 100 | 40 | 10 | 14 | 64 |
| 4. Financial Analysis | CC | 4 | 100 | 30 | 10 | 24 | 64 |
| 5. Project management | DSE | 4 | 100 | 40 | 10 | 14 | 64 |
| 6. Strategic cost Management | CC | 4 | 100 | 40 | 10 | 14 | 64 |
| 7. Corporate Governance | DSE | 4 | 100 | 40 | 10 | 14 | 64 |
| Total | | 28 | 700 | 254 | 70 | 124 | 448 |

PAPER BAacctg6.01 - DIRECT TAXES II**Course Objectives:**

The aim of this course is to:

Enable the student to acquire the knowledge of applying tax provisions to a corporate assesses in various tax planning decisions of a company.

Enable the students to study and analyse the company's tax savings decisions.

Course Contents:

Unit I: Corporate Income Tax –Salient features of company taxation, scheme of taxing of business income of companies, deductions / allowances disallowances and depreciation set-off and carry forward of losses, deductions from gross total income, under section 80, Computation of Taxable Income of Companies and Computation of Corporate Tax Liability.

Unit II: Tax Planning- meaning, objectives, and scope, tax avoidance, tax evasion, and tax management. Promotion of company and tax planning, tax planning with reference to setting up of new business, location of new business, nature of new business, form of organization, newly established undertakings in FTZs, and 100% EOU. Tax planning in respect of industrial undertakings engaged in infrastructural development or other activities.

Unit III: Tax Planning in Special Circumstances and MAT: Tax planning with respect to amalgamation & mergers, multinational companies, double taxations treaties, ventures and foreign collaborations. Minimum alternate Tax (MAT) computation of book profits, MAT credit, MAT tax liability.

Unit IV: Tax Planning and Financial Management Decisions: tax planning with reference to corporate capital structure decision, investment and dividend decisions – Tax Considerations and Tax Planning, issue of bonus shares. Purchase of Assets out of own funds or borrowed funds,



Purchase or lease, purchase by instalments or hire, sale of assets used for scientific research, make or buy decisions, Repairs, Replace, Renewal or Renovation, case studies.

Unit V: Assessment and Tax Payment, E-TDS/TCS, advance payment of tax, e-filing of tax returns, Assessment procedure and Appeals to High Court/Supreme Court and Settlement Commission.

Course Exit Learning Outcomes:

On successful completion of the course, the student is able to:

- Draw the differences between tax planning, tax evasion, tax avoidance and tax management.
- Apply the relevant sections of the Income Tax Act to compute taxable income keeping tax considerations.
- Have knowledge about with major and latest provisions of the India tax laws and related judicial pronouncements pertaining to corporate assesses with a view to derive maximum possible tax benefits admissible under the law.
- Apply analytical reasoning tools to assess how taxes affect economic decisions for business entities.
- Compute the tax liability of Companies and File Income tax return.

Suggested Readings:

1. Chowdhary, Harshad C. *Central Excise and Custom*. Ashoka Publications
2. Manoharan, T. N. *Students Handbook on Income Tax Law*. Snow White Publications
3. Mehrotra, H. C. *Income Tax Law and Accounts including Tax Planning*. Sahitya Bhawan Publications.
4. Narang and Gaur. *Income Tax*. Himalaya Publishing House.
5. Prasad, B. *Direct Taxes - Law and Practices*. Wishwa Prakashana
6. Singhanian, Vinod K. and Singhanian, Kapil. *Direct Tax Planning and Management*. Taxman.
7. Singhanian, Vinod K. *Direct Taxes - Law and Practice*. Taxman.
8. Srinivas, E. A. *Corporate Tax Planning*. Tata McGraw Hill
9. *Income Tax Act, 1961 as amended till date*.

Note: Latest edition of text books may be used.



PAPER BAacctg6.02 INDIRECT TAXATION II (GST& CUSTOMS LAW)

Course Objectives:

The course aims at:

- Equipping the students with the required knowledge about the administration of Goods and Service Tax.*
- Provide knowledge about various aspects of appeals, revisions and post assessment procedures under GST*
- Equip the students with the basics of Customs Law and practice*

Course Contents:

Unit I: Officers of GST & Appeals and Revisions: Introduction - Appointment and Powers of Officers - Administration of Officers under GST – GST Audit- Audit by Tax Authorities - Appointment of Appellate Authority - Appeal to the Appellate Authority - Application to the Appellate Authority- Appeal to the Appellate Tribunal - Application to the Appellate Tribunal - Order of Appellate Authority or Appellate Tribunal - Appeal to the High Court - Demand Confirmed by the Court - Disqualification for Misconduct of an Authorised Representative

Unit II: Audit & Assessment under GST: Overview of Audit by tax authority's U/s 65 - Special Audit U/s 66- Audit by department- Power of Departmental Audit – Returns- Authorization to Audit – Audit Procedure – Duration of Audit- Audit Findings-Reply to Audit Findings- Period of Limitation to issue Show Cause Notice - Assessment under Chapter XII- Assessment & Audit Rules (no 98 to 102) - Demands and Recovery.

Unit III: Customs Duty: Introduction- Basic Concepts - Territorial Waters - High Seas - Types of Customs Duties - Basic customs duty - Protective duties - Safeguard duty - Countervailing Duty on subsidized articles - Anti-dumping duty – Baggage - Valuation - Baggage Rules and Exemptions.

Unit IV: Import and Export Procedure and Valuation under Customs: Introduction - Import Procedure (including warehousing) - Export Procedure - Deemed Exports - Duty drawback - Customs (Import of Goods at Concessional Rate of Duty) Rules, 2017 - Valuation of Imported Goods -Valuation of Export Goods

Unit V: Assessment and Powers of Officers: Self-assessment on site, post clearance audit, risk management system, boat notes, transit goods, transshipment goods, coastal goods, provisional assessment, payment of duty under protest.

Power of Customs Officers: (Sections 100-135A) - Power to Inspect- Power to X-ray bodies- Power of Search- Power of Seizure- Power to call for documents and examine a person- Power to summons- Power to arrest- Penalty.

Course Exit Learning Outcomes:

On successful completion of the course the student shall demonstrate:

- Understanding of the appeals, offences and penalties with respect to GST*
- Knowledge of various Appellate Authorities under GST regime and its powers*



- Understanding the provisions relating to overview of customs law.*
- Capability to undertake analysis and application of procedure for assessment of duty.*
- Understanding of the powers of officers in relation to customs.*

Suggested Readings:

1. Ahuja, Girish and Gupta, Ravi. *Systematic Approach to GST*. Wolters Kluwer
2. Datey, V.S. *Indirect Taxes Law and Practice*. Taxman Publications
3. Gupta S.S. *Taxman's GST New Returns How to Meet Your Obligations -A Practical Guide for filing of New GST Returns*.
4. Gupta, Vineet and Gupta, N. K. *Fundamentals of Goods and Services Tax*. Bharat Law House Pvt Ltd
5. Mangal, Yashvant. *Conceptual Learning on Indirect Tax Laws (3 Volumes)*.
6. Mehrotra, H. C. and Agarwal, V. P. *Goods and Services Tax and Customs*: Sahitya Bhawan Publications
7. Murthy, K. Ch. A. V. S. N. K. V. N. Lavanya & V. D. M. V. Lakshmi. *Theory and Practice of Goods and Services Tax*. Telugu Academy, Hyderabad.
8. Saha, R.G. Shah, Divyesh and Usha Devi. *GST*. Himalaya Publishing House.
9. Singhania Aditya. *Taxmann's GST New Returns with e-Invoicing-A Comprehensive Guide to New GST Returns*.

Note: Latest edition of text books may be used.



PAPER BAacctg6.03 - GLOBAL ACCOUNTING STANDARDS

Course Objectives:

This course aims to:

- Have an in-depth understanding in applying and interpreting the International Financial Reporting Standards (IFRS) to real world accounting problems.*

Course Contents:

Unit I: Introduction to International Accounting: Definition of International Accounting, An Overview of International Accounting Environment, Stages for the Evolution of a Multinational Corporation, Users of International Accounting information and their Information Needs. Structure of IFRS foundation and IASB, Standard setting process, IFR Standards issued till date, Differences between US GAAP and IFRS and their adoption.

Unit II: Presentation and Disclosure: IAS 10 -- Events after the reporting period, IAS 20 - Accounting for government grants and Disclosure of government assistance, IFRS 16 – Leases.

Unit III: Accounting for Assets & Revenue: IAS 23 - Borrowing Costs, IAS 40 – Investment property, IAS 41 – Agriculture, IFRS 5 – Non- current assets held for sale and discontinued operations.

Unit IV: Accounting for Liabilities & Financial Instruments: IAS 12 – Income taxes, IAS 19 - Employee benefits, IFRS 2 – Share based payments, IAS 32 – Financial Instruments: Presentations.

Unit V: Special Issues in International Accounting: IFRS 10 - Consolidated Financial Statements, IAS 21 - Effects of the Changes in Foreign Exchange Rates, Transfer Pricing, International Financial Statement Analysis - Introduction, need for analysis, techniques of analysis, prospective analysis, factors affecting financial analysis.

Course Exit Learning Outcomes:

Upon successful completion of this course, the students will be able to:

- Familiar with the International Financial Reporting Standards (IAS or IFRS) and their application to the companies who use them.*
- Prepare the mandatory financial statements, according to the IFRS. Interpret and apply International Accounting Standards and interpretations adopted by the IFRS Foundation.*
- Analyse and evaluate financial statements, and prepare detailed reports thereon, tailored to the technical understanding of the different user groups.*

Suggested Readings:

1. Choa F. D. S. and Mueller, G. G. *International Accounting*. Prentice hall.



2. Douplik, T. S. and Perera, H. *International Accounting*. McGraw-Hill, New York.
3. Holzer, Peter H. et al. *International Accounting*, Harper and Row Publishers, New York.
4. Kirk, Robert J. *IFRS: A Quick Reference Guide*. Elsevier Ltd.
5. Mohapatra, A. K. Das. *International Accounting*. PHI Learning Pvt Ltd.
6. Mueller, G. G, *International Accounting Part I*. Macmillan.
7. Saudagaran, *International Accounting*. Thomson Learning.
8. *IFRS explained – A Guide to International Financial Reporting Standards*. BPP Learning Media

Note: Latest edition of text books may be used.



PAPER BAacctg6.04 - FINANCIAL ANALYSIS

Course Objectives:

The objective of this course is to:

□ *Make the student understand the basic aspects of firm''s financial statements and to develop them.*

□ *Measure their performance and to establish basis for making reasonable valuation estimates.*

Course Contents:

Unit I: Introduction to Financial Analysis: Finance and accounting – meaning –Types of companies – elements of Financial statement analysis – on the basis of materials used – on the basis of modus operandi – General Comparison between financial and non-financial listed companies' performance through annual report as a bench marking against competitor and industry.

Unit II: Financial Statement Analysis: Analysis and interpretation of financial statements from investor and company point of view, Horizontal Analysis and Vertical Analysis of Company Financial Statements. Cash flow analysis and fund flow analysis, Liquidity, leverage, solvency and profitability ratios, Prospective analysis, Du Pont Chart -A Case study on Ratio Analysis.

Unit III: Credit and Equity Risk Analysis, Distress Analysis: Meaning, Purpose of Credit Risk Analysis, Drivers that Quantify Credit Risk, Types of credit Risk; concept of credit rating, models for prediction of Bond rating and Bond risk premium. Types of equity risk, Techniques and process of equity risk analysis using financial information.

Distress Analysis: Meaning of financial distress and corporate failure; causes and symptoms of failure; models for prediction of Corporate failure.

Unit IV: Valuation of Firm & Forecasting Analysis: Cash based and Earnings based, Valuation models, growth and sustainability of earnings. Simple forecasting and simple Valuation, full information forecasting and Valuation, Business strategy analysis.

Unit V: Financial Measures of Performance: Introduction – Return on Investment (ROI): Concept – Uses and Limitations – Value Added Statement - Market Value Added (MVA), Economic Value Added (EVA): Concept and Significance of EVA, Measurement of EVA, and Shareholder Value Added.

Balanced Score Card (BSC): Introduction, drawback of traditional financial measures, attributes to good performance measurement system, concept of balanced score card, perspectives of BSC and implementation of balanced score card, case studies on BSC.

Note: Financial statement analysis including the 'Ratio analysis' and 'Cash flow analysis' shall be explained as a case study using Financial Statements of some company.



Course Exit Learning Outcomes:

On the successful completion of the course, the student will be able to:

- Describes and apply the basic techniques of financial statement analysis;*
- Explain the relationship between strategic business analysis, accounting analysis and financial analysis;*
- Assess managerial strategic motives in reporting financial information and ways to adjust for such motives.*
- Identify and utilise value-relevant information contained within financial statements;*
- Project and forecast firm future performance.*

Suggested Readings:

1. Bernstein, Leopold A. and Johan J, Wild. *Analysis of Financial Statements*. Tata McGraw Hill, New Delhi.
2. Helfert, Erich A. *Techniques of Financial Analysis*. Tata McGraw Hill.
3. Khan M. Y. and Jain, P.K. *Advanced Financial Management*. Tata McGraw Hill, New Delhi.
4. Pandey, I. M. *Advanced Financial Management*. Vikas Publishing home Pvt Ltd, New Delhi.
5. Penman, Stephen H. *Financial Statement Analysis*. McGraw Hill, International Edition, New York
6. Vause, Bob. *Analysing Companies*. The Economist, Profile Books Ltd, London.
7. Wild, Subramanyam and Halsey. *Financial Statement Analysis*. Tata McGraw Hill.

Note: Latest edition of text books may be used.



PAPER BAacctg6.05 - PROJECT MANAGEMENT

Course Objectives:

The objective of this course is to:

- Familiarize the concept and principles of the Project Management*
- Understand and apply the tools and technique for identification, analysis and implementation of the Project.*

Course Contents:

Unit I: Basics of Project Management: Introduction, Need for Project Management, Project Management Knowledge Areas and Processes, The Project Life Cycle, The Project Manager (PM), Phases of Project Management Life Cycle, Project Management Processes, Impact of Delays in Project Completions, Essentials of Project Management Philosophy, Project Management Principles.

Unit II: Project Identification, Selection and Planning: Introduction, Project Identification Process, Project Initiation, Pre-Feasibility Study, Feasibility Studies, Project Break-even point. Project Planning: Introduction, Project Planning, Need of Project Planning, Project Life Cycle, Roles, Responsibility and Team Work, Project Planning Process, Work Breakdown Structure (WBS).

Unit III: Network Techniques For Project Management: Objective, Introduction, PERT/CPM : Background and Development, Development of Project Network, Time Analysis, Time Estimation - Determination of Critical Path - Calculate the Earliest Occurrence Time (EOT) for each Event - Calculate the Latest Occurrence Time (LOT) for each Event - Calculate the Slack for each Event - Obtain the Critical and Slack Paths - Calculate the Activity Floats – Scheduling - Variability in Time Estimates :PERT Analysis, Resource Analysis and Allocation, Scheduling in view of Resource Constraints, Project Crashing and Time-Cost Trade-offs: CPM Analysis

Unit IV: Project Financing in India: Meaning and importance of project finance, means of finance and sources of project finance in India, Financial institution structure and financial assistance, Norms of finance and term loan procedure, SEBI guidelines, Sample financing plans.

Unit V: Project Performance Measurement and Evaluation: Introduction, Performance Measurement, Productivity, Project Performance Evaluation, Benefits and Challenges of Performance Measurement and Evaluation, Controlling the Projects. Project Execution and Control: Introduction, Project Execution, Project Control Process, Purpose of Project Execution and Control, Case Studies in Project Management.

Course Exit Learning Outcomes:

- Understand the business case for a project, the scope and constraints involved in a specific opportunity*
- Able to apply skills immediately to the efficiency of the business operation Examine and apply appropriate business analytic techniques and methods.*
-



Demonstrate the use of appropriate network scheduling techniques

Analyse and take appropriate decisions in the various sources of Project Financing.

Prepare a project proposal and Discuss the implementation of a proposed plan.

Suggested Readings:

1. Chandra, Prasanna. *Projects Planning, Analysis, Selection, Financing, Implementation and Review*. Tata McGraw Hill.
2. Choudhury, *Project Management*. TMH.
3. Clifford F. Gray, Larson Erik W. and Desai, Gautam V. *Project Management – The Managerial Process*. McGraw Hill.
4. Meredith Jack R and Mantel, Samuel J. *Project Management – A Managerial Approach*. Wiley India publication
5. Merdith and Gopalan. *Project Management*. Wiley India (P) Ltd.
6. Nagarajan, K. *Project Management*. New Age International.
7. Sharma, K. R. *Project Management – Text and Practice*. Atlantic Publishers, New Delhi

Note: Latest edition of text books may be used.



PAPER BAacctg6.06 - STRATEGIC COST MANAGEMENT

Course Objectives:

The objective of this course is to

- Provide knowledge and skill to understand the external environment of business.*
- Enable them to formulate strategies relating to cost and pricing.*

Course Contents:

Unit I: Pricing Strategies in Decision Making: Pricing strategies: Pricing policy, process, Role and methods: cost plus pricing, Marginal cost pricing, pricing for target rate of return, added value method of pricing, differential cost pricing going rate pricing, opportunity cost pricing, standard cost pricing, customary pricing, pricing strategy for Export oriented products, methods of export pricing, pricing strategies for new products, management accountant role in product pricing.

Unit II: Transfer Pricing: Transfer Pricing – meaning, necessity, Objectives, applications, Methods (Cost Based, Market Price Based and Negotiated Pricing), Advantages and Disadvantages, Criteria for setting Transfer Prices, Guiding Principles in the fixation of transfer prices, Transfer Price in different situations. International transfer pricing: meaning, factors affecting international transfer pricing.

Unit III: Cost of Quality and TQM: Definition, classification of quality costs, cost of Conformance, Prevention costs, appraisal costs, cost of Non-conformance, optimization of quality cost, TQM Core concepts of TQM, Benefits of TQM. TQM –basics, stages, principles, control, corrective actions, PRAISE- steps, problems, implementation Cost of quality report Continuous process improvement.

Unit IV: Backflush Accounting and Throughput Costing: Backflush Accounting: Meaning, Process, Problems, Variants of the Backflush System. Throughput Costing: Concepts, Basic logic of throughput costing, comparison with absorption costing, Steps to be followed to increase throughput, Problems.

Unit V: Cost Management in Specific Sectors: Power Sector: Key Risks, Features, Application of cost management Techniques, Value Chain Analysis. Agricultural Sector: Features, Cost Management in Agricultural Sector. Information Technology: Engagement Model, Cost Optimization Framework. Cost Management in Cloud computing, Costing for start-ups, IOT in Cost Management, Big Data in Management accounting, role of management accountant in technology space.

Course Exit Learning Outcomes:

On successful completion of the course, the Students will be able to

- Analyse and to take decisions in fixing price of the Product*
- Understand the internal divisional transfer and its pricing strategies.*



- Demonstrate understanding of issues relating to the design and implementation of cost management models in the firms*
- Understand the costing system followed in different sector.

Suggested Readings:

1. Arora M N. *A Text Book of Cost & Management Accounting*, Vikas Publishing, New Delhi
2. Brown & Haward, Mac Donald, Evans. *Principles of Management Accountancy*. London.
3. Horngren T. Charles, Datar, M. Srikant and Madhav, Rajan V. *Cost Accounting: A Managerial Emphasis*. Prentice Hall publishers, Delhi
4. John K. Shank. *Cases in Cost Management: A Strategic Emphasis*. South-Western Publishing, Thomson Learning.
5. Lal, Jawahar. Srivastava, Seema. *Cost Accounting*. Tata Mc Graw- Hill, Delhi
6. Mukherjee S. & A.P. Roy Chowdhury. *Advanced Cost and Management Accountancy*. New Central Book Agency, Calcutta.
7. Paul, S.K.R. *Management Accounting*. New Central Book Agency Private Ltd., Calcutta.
8. Ravi. M. Kishore. *Cost Management*. Taxman, Allied Services (p) Ltd.
9. Roger, Cowe. *Hand Book of Management Accounting*. A Grower Handbook.
10. Sharma & Gupta, Shashi K. *Cost & Management Accounting*. Kalyani Publishers

Note: Latest edition of text books may be used.



PAPER BAacctg6.07 CORPORATE GOVERNANCE

Course Objective:

The course aims to:

- Provide knowledge of corporate governance, procedures, and techniques in accordance with current legal requirements and professional standards.*

Course contents:

Unit I: Introduction: Corporate Governance - Meaning, significance and principles, Corporate governance; Theories and Models of corporate governance; Brief overview of Codes and Standards on Corporate Governance-Sir Adrian Cadbury Committee 1992 (UK), OECD Principles of Corporate Governance, and Sarbanes Oxley (SOX) Act, 2002 (USA). Confederation of Indian Industry (CII) (1997), Kumar Mangalam Birla (1999), NR Narayana Murthy Committee (2005) and Uday Kotak Committee (2017)

Unit II: Major Corporate Governance Failures and International Codes: BCCI (UK), Maxwell Communication (UK), Enron (USA), WorldCom (USA), Andersen, Worldwide (USA), , Satyam Computer Services Ltd, (India) Lehman Brothers(USA), Kingfisher Airlines(India); Common Governance problems noticed in various Corporate Failures. Creative Accounting

Unit III Corporate Governance Framework in India: Relevant provisions of the Companies Act, 2013: Chapter XI, Appointment and Qualifications of Directors, Chapter XII, Meeting of Board and its Powers. SEBI Regulations (Clause 49)

Unit IV: Listing Obligations and Disclosure Requirements Regulations (LODR) 2015. Corporate Governance in the public sector, banking, non- banking financial institutions.

Unit V: Business Ethics and Corporate Social Responsibility (CSR): Business Ethics and Values; Importance of Ethics; Corporate Governance and Ethics. Concept of Corporate Social Responsibility; CSR and Corporate Sustainability, CSR and Business Ethics, CSR and Corporate Governance, Environmental Aspect of CSR, Models and benefits of CSR, Drivers of CSR; National Guidelines on Responsible Business Conduct (NGRBC 2020).

Course Exit Learning Outcomes:

After completion of the course, the learners will be able to:

- Explain the concept and importance of corporate governance in a business setup;
- Explain the concept of corporate governance in organization and its essence for management;
- Analyse the role of board of directors and shareholders in corporate management;
- Assess the problems in corporate governance on the basis of major corporate governance failures;
- Describe corporate governance framework in India;
- Explain the linkage between ethics, corporate governance, and corporate social



responsibility and analyse specific cases of corporate governance failures.

Suggested Readings:

1. Khandelwal, N M (2020): Business Ethics, Corporate Governance, CSR, Indian Management Ethos, Misha Books, Delhi.
2. Kumar A., Gupta L., & Arora, R. J. (2016). Auditing and Corporate Governance. Delhi: Taxmann Pvt. Ltd.
3. Mallin, C. A. (2018). Corporate Governance. New Delhi: Oxford University Press.
4. Rani, G. D., & Mishra, R. K. (2017). Corporate Governance: Theory and Practice. New Delhi: Excel Books.
5. Sharma, J. P. (2016). Corporate Governance, Business Ethics, and CSR. New Delhi: Ane Books Pvt. Ltd.
6. Tricker, B. (2015). Corporate Governance Principles, Policies, and Practice (Indian Edition). New Delhi: Oxford University Press.

Note: Latest editions of readings may be used.

VII

SEMESTER

| Courses | | No. of Credits | Max Marks | Teaching Hours | Tutorial Hours | Practical Hours | Total Hours |
|--|------|----------------|-----------|----------------|----------------|-----------------|-------------|
| 1. Research Methodology | AECC | 4 | 100 | 40 | 10 | 14 | 64 |
| 2. Business Analytics | DSE | 4 | 100 | 44 | 10 | 10 | 64 |
| 3. Innovations in Technology for Accounting and Finance* | SEC | 4 | 100 | 10 | 4 | 50 | 64 |
| 4. Government Accounting | CC | 4 | 100 | 30 | 10 | 24 | 64 |
| 5. Auditing, Assurance and standards | CC | 4 | 100 | 40 | 10 | 14 | 64 |
| 6. Security analysis & Portfolio Management | DSE | 4 | 100 | 30 | 10 | 24 | 64 |
| Total | | 24 | 600 | 194 | 54 | 136 | 384 |

Note: * Course _BAcctg7.03 Innovations in Technology for Accounting and Finance* is a 100% practical course. Teaching and Continuous Assessment (CA) of this course shall be undertaken in the Accounting Laboratory and the Final Examination also shall be conducted by an external examiner and an internal examiner in the Accounting Laboratory.

PAPER BAacctg7.01 - RESEARCH METHODOLOGY

Course Objectives:

The objectives of the course are to:

- Provide understanding of concepts, tools and techniques of carrying out business research.
- Enable the student to do independent research/ consultancy projects in future.

Course Contents:

Unit I: Research: Meaning, Characteristics, Objectives, Motivation in Research, Types, Methods, Significance, Process, Approaches, Criteria of Good Research. Concept of Theory, Empiricism, Deductive and Inductive Theory. Research Standards, Research Ethics, Code of Ethics for Researchers.

Unit II: Research Problem and Research Design: Selection of Problem of Research, Research Problems in Social Sciences, Components and Sources of Research Problem, Definition and Evaluation of Research Problem, Techniques for Defining Research Problem.

Review of Literature: Need, Purpose and Making Notes on Literature Reviewed, Research Gap Identification. Sources of Research Papers and other published works, Search engines and use of keywords, Systematic Review, Methods of Review of Literature. Use of software like NVivo for Review of Literature.



Research Design: Meaning, Need & Importance, Features of Good Research Design, Types of Research Design – Concept, Pros & Cons. Qualitative, Quantitative and Mixed Research Designs, Types of Sampling Design, Variables in Research: Introduction, Meaning, Types.

Unit III: Measurement and Scaling: Scales of Measurement, Types of Data Measurement Scales, Techniques of Data Scaling, Goodness of Measurement Scales, Deciding the Scale; Development of Research Instruments – Questionnaires and Schedules, Testing the Research Instruments; Reliability and Validity Tests, Testing the Reliability using Cronbach's Alpha.

Unit IV: Sampling: Introduction to Sampling: Concepts of Population, Sample, Sampling Frame, Sampling Error, Sample Size, Characteristics of a good sample, Types of Sampling - Probability and Non-Probability, Determining Size of the Sample, Sample v/s Census Method of Data Collection.

Collection of Data: Primary and Secondary data; Collection of Primary Data: Methods of Data Collection - Field Survey, Observations, Experimentation; Identification and Selection of Respondents, Serving the Instruments and Collection of Instruments; Secondary data: Sources, Identification and Selection of Source; Databases as Source of Secondary Data.

Content Analysis: Content, Process of Content Analysis, Word count etc., Use of NVivo.

Data Processing: Field work validation, Editing, Coding, Classification and Tabulation of data.

Unit V: Data Analysis: Univariate, Bivariate and Multivariate Data; Analysis of Univariate data using descriptive Statistical Measures; Use of Charts and Graphs.

Testing Significance of Results: Level of Significance, one sample z test, one sample t test, one sample Kolmogorov Smirnov test.

Testing of Hypotheses: Concept, Meaning, Types; Steps in Testing the Hypothesis, Error in Hypothesis Testing - Type I and Type II Errors, P – Value Approach.

Use of Software for Data Analysis and Testing the Significance of Results: Use of Research Software like SPSS, AMOS, GRATL, Smart PLS, NVivo, Zotero/Mendeley, etc.

Report Writing: Types of Reports, Footnotes and Endnotes, Reference List and Bibliography, Use of Citations and References; APA Style. Plagiarism, Software for detection of plagiarism; Problems encountered by Researchers in India.

Course Exit Learning Outcomes:

On successful completion of the course, the Students will be able to

- Develop thorough understanding of the fundamental theoretical ideas and logic of research and Research Standards and Research Ethics.*
- Propose a research study and justify the theory as well as the methodological decisions.*
- Formulate hypothesis and test the hypothesis.*
- Use the statistical tools and software packages in research*
- Acquire the skill in drafting research report.*

**Suggested Readings:**

1. Bajpai, Naval. *Business Research Methods*. Pearson.
2. Bhandarkar, P. L. & Wilkinson, T.S. *Methodology and Techniques of Social Research*. Himalaya Publishing House.
3. Bryman, Alan & Emma Bell. *Business Research Methods*. Oxford University Press – India Edition.
4. Collis, Jill & Hussey, Roger. *Business Research: A Practical Guide for Undergraduates & Postgraduates*. Palgrave Macmillan – India.
5. Cooper and Pamela. *Business Research Methods*. Tata Mc Graw Hill.
6. Kothari, C. R. *Research Methodology: Methods and Techniques*. New Age International Publishers.
7. Krishnaswamy O.R. and Ranganatham, M. *Methodology of Research in Social Sciences*. Himalaya Publishing House.
8. Kumar, Ranjit. *Research Methodology – A Step-by-Step Guide for Beginners*. Pearson Education.
9. Mohan, S. and Elangovan, R. *Research Methodology in Commerce*. Deep and Deep Publications Pvt Ltd., New Delhi.
10. Panneerselvam, R. *Research Methodology*. PHI Learning Pvt Ltd., New Delhi.
11. Sekaran, Uma. *Research Methods for Business*. Wiley India, New Delhi.
12. Sharma, K. R. *Research Methods*. Atlantic Publishers, New Delhi
13. Zikmund. William G. *Business Research Methods*. Cengage Learning.

Note: Latest edition of text books may be used



PAPER BAacctg7.02 - BUSINESS ANALYTICS

Course Objectives:

The Main aim of this course is to,

- Develop the understanding of the importance of analytics in business*
- Understand the applications of various tools and techniques to evaluate the performance by generating reports.*

Course Contents:

Unit I: Introduction to Analytics: Introduction, Meaning & Definition, Characteristics, Applications of Analytics, Meaning of Business Analytics, SWOC of Analytics, Importance of Analytics, Tools & Techniques of Analytics, Functions of Analytics, Reports in Analytics, Relevance of Analytics in Business, List of Software for Business Analytics.

Unit II: Finance Analytics: Introduction, Meaning & Definition, Characteristics, Objectives, Importance, Functions, Critical Financial Analytics, Risk based Pricing, Fraud Detection and Prediction, Recovery Management, Loss Forecasting, Risk Profiling, Portfolio Stress Testing, Potential Application of Analytics in Finance Department, Relevance of Financial Analytics in Business, List of Software for Finance Analytics.

Unit III: Marketing Analytics: Introduction, Meaning & Definition, Characteristics, Objectives, Importance, Functions, Types of Marketing Analytics, Buying Pattern Behaviour Analysis, Analysis of Trends, Identification of Target Audience, Advertising Techniques, Forecasting Demand & Supply, Segmentation, Marketing Mix Optimization, Competitor Analysis, Channel Analysis, Sales Performance Analysis, Campaign Analysis, Sales Pipeline Reporting, Use of Google Analytics in Marketing, Social Media and its relevance on Marketing Analytics, Potential Application of Analytics in Marketing Department, List of Software's for Marketing Analytics.

Unit IV: CRM Analytics: Introduction, Meaning & Definition, Characteristics, Objectives, Importance, Functions, Types of Customer Analytics, Role of Analytics in CRM, Purchasing Pattern Analysis, Life Style of Customers, Loyalty Analytics, Customer Life Time Value, Propensity Analytics, Churn Analytics, Customer Segmentation, Cross- Sell or Upsell Models, Analytics and Innovation, Potential Application of Analytics in CRM, Relevance of CRM Analytics in Business, List of Software's for CRM Analytics.

Unit V: HR Analytics: Introduction, Meaning & Definition, Features, Objectives, Importance, Functions, Types of HR Analytics, Employee Performance Evaluation, Employee Attrition Rate, Recruitment Analytics, Compensation Analytics, Talent Analytics, Training Analytics, Workforce Analytics, Role of Analytics in HRD as a whole, Potential Application of Analytics in HR Department Relevance of HR Analytics in Business, List of Software's for HR Analytics.

**Course Exit Learning Outcomes:**

On successful completion of the course, the Students will be able to

- Evaluate the key concepts of business analytics.
- Outline the relationship of the business analytics process within the organisation's decision-making process.
- Examine and apply appropriate business analytic techniques and methods

Suggested Readings:

1. Acharya, Seema Subhasini, Chellappan, *Big Data Analytics*. Wiley.
2. Berthold, Michael David J. Hand. *Intelligent Data Analysis*. Springer.
3. Franks, Bill. *Taming the Big Data Tidal Wave: Finding Opportunities in Huge Data*
4. Mineli, Michael Michele Chambers, Ambiga Dhiraj. *Big Data, Big Analytics: Streams with Advanced Analytics*. John Wiley & sons.
5. Myat, Glen J. *Making Sense of Data*. John Wiley & Sons.
6. Liebowitz, Jay. *Big Data and Business Analytics*. Auerbach Publications, CRC Press 7. Plunkett, Tom Mark Hornick. *Using R to Unlock the Value of Big Data: Big Data*.
8. Rajaraman, Anand and Jeffrey David Ulman. *Mining of Massive Datasets*. Cambridge University Press.
9. Sathi, Arvind. *Big Data Analytics: Disruptive Technologies for Changing the Game*. MC Press.
10. Warden, Pete. *Big Data Glossary*. O'Reily.
11. *Analytics with Oracle R Enterprise and Oracle R Connector for Hadoop*. McGraw-Hill/Osborne Media, Oracle Press.
12. *Emerging Business Intelligence and Analytic Trends for Today's Businesses*. Wiley Publications.

Note: Latest edition of text books may be used.



PAPER BAacctg7.03 - INNOVATIONS IN TECHNOLOGY FOR ACCOUNTING AND FINANCE

Course Objectives:

The objective of this course is to:

- Develop the knowledge and understanding of the students about the new innovative accounting practices and their impact on the business organization.*

Course Contents:

Unit I: Cloud based Accounting: Introduction, concept of cloud, reasons for using cloud services, importance, working of Cloud Computing software, drawbacks.

Unit II: Block Chain Technology in Accounting: meaning Block chain process, Block chain beyond bit coin, Implications of Block chain, Big data Privacy & personal data, Profiting from Block chain technology, limitations and challenges, the future of block chain.

Unit III: Bit coin and other crypto currencies: Introducing cryptocurrency, Evolution and potential impact of Bit coin and block chain, in global business cryptocurrency exchanges, store and secure cryptocurrency, pros and cons of cryptocurrency, impact of cryptocurrency on financial system, Future of Cryptocurrency.

Unit IV: Artificial Intelligence, Machine Learning and Robotic Software: Artificial Intelligence: Meaning, Philosophy, goals, types of AI, AI Technique, Applications; Machine Learning: concept, Importance of ML, types of ML, How ML Works, Advantages and Disadvantages; Robotic Accounting: Meaning, Best Robotic Process Automation (RPA) Software, Financial and operational benefits.

Unit V: Fintech: Meaning, its application in personal finance, crowdfunding and business financing, payments and retail transactions, equity trading and investment. Different financial technologies, payment instruments used in contemporary payment methods including complex digital platforms in the payment process, future of fintech.

Course Exit Learning Outcomes:

After completing the course, the student will be able to:

- Identify and evaluate the loopholes in the accounting practices.*
- Understand and explore the cloud accounting requirement for business.*
- Understand AI, ML and RPA adoption in business and accounting*
- Understand how Block chain and Digital Currency technology work.*
- Understand and apply fintech in different contexts.*

**Suggestive Readings:**

1. Charniak. *Introduction to Artificial Intelligence*. Pearson.
2. Jain, Parikshit. *A Practical Guide to Blockchain and its Application*. Bloomsbury Professional India.
3. Lam, Greg. *The Online Accounting Software Guide - An In-depth Analysis of Today's Leading Cloud*.
4. Lam, Greg. *Accounting Applications, Diversified Business Communications*.
5. Michaela, Rankin, Patricia Stanton, Susan McGowan, Kimberly Ferlauto. *Contemporary Issues in Accounting*. Wiley publication, 2nd Edition

Note: Latest Edition of reference/text books.

Note: Course _BActg7.03 Innovations in Technology for Accounting and Finance' is a 100% practical courses. Teaching and Continuous Assessment (CA) of this course shall be undertaken in the Accounting Laboratory and the Final Examination also shall be conducted by an external examiner and an internal examiner in the Accounting Laboratory.



PAPER BAacctg7.04 - GOVERNMENT ACCOUNTING

Course Objectives:

This course aims to:

- *Expose the students to accounts, reporting and audit of government departments.*

Unit I: Design and Organization of Government Accounting System: Basis of Government Accounting -- Cash Accounting, Accrual Accounting, Comparison between Cash based system of accounting and accrual system of accounting, Benefits of switch over. Global trends, Users of government accounting; Government Accounting Standards Advisory Board (GASAB); Accounting arrangements and authorities in State and Central Governments, Approved formats of accounts for Panchayati Raj Institutions and Local Bodies, Inter-state & Centre to state transactions, Principles of Recognition, Measurement Classification and Disclosure, Receipt and credit into Government Accounts, Withdrawal from Government Account Section-I & III, Maintenance of Deposits. Government Accounting and Standards Advisory Board, Role and functions.

Unit II: Maintenance of Initial Accounts by Drawing & Disbursing Officers (DDO): Initial records and accounts relating to receipts and disbursements by DDOs, Preparation of Cash Book, Journal and Ledger, Reconciliation of accounts with, Treasury/ Pay and Accounts Office (PAO) by DDOs, Treasury Accounting System including State PAO Accounting System , Process of passing bills in Treasury/State PAO , Voucher, Challans, Schedule of Receipts and, Payments, List of Payment and Cash Accounts, Daily Accounting in treasury/State PAO, AC/DC bills, Nil Bills

Unit III: Compilation of Monthly Civil Accounts by Accountant General: Compilation and preparation of Monthly Civil Accounts, Compilation of treasury accounts, preparation of Classified Abstract, Consolidated Abstract, Detail Books, Consolidated monthly accounts of Public Works and Forest Divisions, Inter-government and Inter-departmental transactions and their adjustments, Corrections in accounts- Transfer Entries, Combined Transfer Entries, ledger, Accounting of liabilities: Public Debt, Other liabilities, Treasury bills, Accounting of Reserve Fund, Deposit and Investments, Accounting of Suspense and Remittance Heads, Preparation of Disburser's Account and Monthly Civil Account, Detailed Loan Accounting, Provident Fund Accounting with particular reference to pitfalls in accounting.

Unit IV: Compilation of Annual Accounts: Appropriation Accounts, Finance Accounts and Combined Finance and Revenue Accounts, Contents of annual accounts, Preparation and submission of annual accounts. Summary of Finance Accounts, Interpretation and utility of various statements in Finance Accounts, Interpretation and utility of Government Accounts, Report on State Finances, Summarized Financial Position of the State, Abstract of receipts and disbursements, Sources and Application of funds, Input for fiscal management Allocation of resources and effective use of resources, Input for budget preparation and monitoring.

Unit V: Quality Assurance Procedures: Checks against errors and mis-statements, Reconciliation between Accountant General and Controlling Officers, Maintenance and review of Broadsheets, Analysis and clearance of suspense and remittance heads, Internal Test Audit



(ITA), Control Accounts for verification and exclusion checks, Classified Abstracts (DDR portion and Proof Sheet), Detail Books and Disburser's Account, Journal, Reconciliation of differences under Reserve Bank Deposits in figures as per Government accounts and those communicated by Central Accounts Section of the RBI, Checks related to timeliness, completeness and overall reliability, Trial Balance, Review of Balances, Exclusions of Treasury and Divisional accounts, Review against schedule of preparation, Reconciliation between Finance and Appropriation Accounts .

Course Exit Learning Outcomes:

After completing the course, the student will be able to:

- Understand the structure of Government accounting system.*
- Learn how to maintain books of accounts of State and central govt books.*
- Prepare the different set of books of accounts as per Accounting principles.*
- Understand the process of setting accounting for government entities.*

- Learn to maintain the reliability and true and fair view of books of accounts.*

Suggestive Readings:

1. *Account Code for Accountants General.*
2. *Central Government Account (Receipt and Payment) Rules, 1983*
3. *Central Public Works Accounting Code.*
4. *Current Finance and Appropriation Accounts of Union Government.*
5. *Government Accounting Rules, 1990.*
6. *Government of India Budget.*

Note: Latest Edition of reference/text books.



PAPER BAacctg7.05 - AUDITING, ASSURANCE AND STANDARDS

Course Objectives:

This course aims to:

- *Provide the knowledge of the concepts in auditing, auditing procedures, techniques and skills in preparing the audit report.*

Course Contents:

Unit I: Nature, Objectives and Scope of Audit: Auditing Concepts: Nature, objectives and scope of Audit; Relationship of auditing with other disciplines; Standard Setting Process: Overview, Standard-setting process, Generally accepted auditing standards (GAAS), Auditing and Assurance Standards Board (AASB); Standards on Auditing, Guidance Note(s) issued by the ICAI; Engagement Standards: Qualities of Auditor, Elements of System of Quality Control; Ethical requirements relating to an audit of financial statements; Inherent Limitations of an audit.

Unit II: Audit Strategy, Audit Planning and Audit Programme: Audit Strategy; Audit planning; Planning an Audit of Financial Statement; Audit programme; Development of Audit Plan and Programme, Control of quality of audit work - Delegation and supervision of audit work; Materiality and Audit Plan; Revision of Materiality; Documenting the Materiality; Performance Materiality

Unit III: Audit Documentation and Audit Evidence: Concept of Audit Documentation; Nature & Purpose of Audit Documentation; Form, Content & Extent of Audit Documentation; Completion Memorandum; Ownership and custody of Audit Documentation; Audit procedures for obtaining audit evidence; Sources of evidence; Relevance and Reliability of audit evidence; Sufficient appropriate audit evidence, Evaluation of Audit Evidence; Audit procedure to identify litigation & claims.

Unit IV: Risk Assessment and Internal Control: Audit Risk, Identifying and Assessing the Risk of Material Misstatement; Risk Assessment procedures; Understanding the entity and its environment; Internal control; Documenting the Risks; Evaluation of internal control system; Testing of Internal control; Internal Control and IT Environment; Materiality and audit risk; Internal audit, Basics of Standards on Internal Audit (SIAs) issued by the ICAI; Basics of Internal Financial Control and reporting requirements; Distinction between Internal Financial Control and Internal Control over Financial Reporting.

Unit V: The Company Audit: Eligibility, Qualifications and Disqualifications of Auditors; Appointment of auditors; Removal of auditors; Remuneration of Auditors; Powers and duties of auditors; Branch audit; Joint audit; Reporting requirements under the Companies Act, 2013 including CARO; Other Important Provisions under the Companies Act, 2013 relating to Audit and Auditors and Rules made there under. Audit of consolidated financial statements, Audit of Banks, insurance companies and NBFC's Audit under fiscal laws.

Audit Report: Forming an opinion on the Financial Statements; Auditor's Report- basic elements; Types of Modified Opinion; Circumstances When a Modification to the Auditor's



Opinion is Required Qualified, Adverse, Disclaimer of Opinion. Auditing in Automated environment management & operational audit, due diligence, investigation & forensic audit, Peer reviewed and quality & review

Note: Relevant Standards on Audit (SAs) issued by the Institute of Chartered Accountants of India (ICAI) to be taught along with the text.

Course Exit Learning Outcomes:

On successful completion of the course, the Students will be able to:

- Articulate knowledge of fundamental audit concepts*
- Demonstrate the use of Auditing, Assurance Standards and the Code of Ethics for professional Accountants.*
- Demonstrate the ability to undertake research on significant auditing issues and to keep up-to-date with developments in auditing theory and practice.*
- Able to learn the recent developments of auditing as per Companies Act 2013*
- Learn and understand the preparation of Audit report and its implications on the Company performance.*

Suggested Readings:

1. Devi, Usha et al. *Auditing*. VBH
2. Gupta, Kamal. *Practical Auditing*. TMH
3. Gupta, Karnal. *Contemporary Auditing*. Tata Mc. Graw-Hill, New Delhi.
4. Manjunatha J.M. et al. *Auditing and Assurance*. Himalaya Publishing House.
5. Pagare, Dinakar. *Practice of Auditing*. Sultan Chand & Sons.
6. Ramaswamy, M.S. *Principles and Practice of Auditing*.
7. Sharma, T.R. *Auditing Principles and Problems*. Sahitya Bhawan, Agra.
8. Sharma, T.R. *Auditing*. Sahitya Bhawan Agra.
9. Saxena, R.G. *Principles and Practice of Auditing*. HPH
10. Saxena, R.G. *Principles of Auditing*
11. Tandon, B.N. *Principles of Auditing*. S. Chand and Company, New Delhi.
12. Tandon, B.N. *Practical Auditing*. Sultan Chand & Sons.

Note: Latest edition of text books may be used.



PAPER BAacctg7.06 - SECURITY ANALYSIS & PORTFOLIO MANAGEMENT

Course Objectives:

This course aims to:

- Develop the Knowledge of investing in stock market, building stock portfolio and managing it.*
- Provide basic introduction to portfolio theory.*
- Provide understanding of various portfolio models associated with risk.*

Course Contents:

Unit I: Introduction to Securities: Investment – Meaning & Definition, Types or Avenues of Investment, Investment v/s Gambling v/s Speculation v/s Arbitration v/s Hedging, Factors to be considered for Investment, Investment Policy, Risk and Return Analysis, Types of Risk Appetite, Types of Risks in Investment, Sources of Risk, Risk Measurement – Standard Deviation, Covariance, Beta, Correlation (problems), Legal framework and Regulatory cover for Investment in India.

Unit II: Security Analysis: Introduction to Fixed and Variable Income Securities, Equity Valuation Models, Fixed Income Securities Valuation Models: Bonds, Introduction to – Fundamental Analysis, Economic Analysis, Industry Analysis, Company Analysis, Technical Analysis – Modern Tools for Technical Analysis – Line, Point and Figure, Candlestick, Renko Chart, Heikin Ashi, etc. Price Patterns of Stock, Price Trends of Stock, Practical explanation on Technical Indicators used in Stock Market. Dow Theory & Efficient Market Hypothesis (EMH) – Meaning and Types.

Unit III: Introduction to Portfolio Management & Models: Meaning of Portfolio Management, Need, Objectives, Process, Selection of Securities, Harry Markowitz Optimum Portfolio Theory, Capital Asset Pricing Model, CML, SML, Beta Factor – Alpha and Beta Coefficient – Problems, Sharpe Single Index Model (Theory), Arbitrage Pricing Theory, Principle of Arbitrage, Arbitrage Portfolios; Two Factor and Multi Factor Models.

Unit IV: Portfolio Evaluation & Revision: Portfolio Evaluation Strategies – Sharpe Model – Jensen Model – Treynor Model and MM Model – Problems Portfolio Revision, Active and Passive Management, Formula Plans, Measure of Return, Risk Adjusted Measures of Performance Evaluation, Market Timing, Evaluation Criteria and Procedures. Recent development in strategies.

Unit V: Global Markets: Global Investment Benefits – Introduction to ADRs, GDRs, IDRs, Green Bond, Masala Bond, FCCBs, Externa Commercial Borrowings, Foreign Bonds, Global Mutual Funds – Relationship between Trends in Global Markets and the Domestic Markets, International Investing, International Funds Management, Emerging Opportunities.

**Course Exit Learning Outcomes:**

After completing the course, the student is able to

- Understood the process of investments.*
- Develop insights into the valuation of securities.*
- Would have acquired fundamental and technical analysis of the diverse investment avenues.*

- Would have gained knowledge of the theories of portfolio management and also the tools and techniques for efficient portfolio management.*

- Become familiar with the stock markets in India and abroad.*

Suggested Readings:

1. Alexander, Shampe and Bailey. *Fundamentals of Investments*. Prentice Hall of India
2. Bhat, S. *Security Analysis and Portfolio Management*. Excel Books, New Delhi.
3. Brahmiah, A. & Subba Rao, P. *Financial Futures and Options*. Himalaya Publishing
4. Chandra, Prasanna. *Security Analysis and Portfolio Management*. Tata McGraw Hill Publishing House, New Delhi.
5. Fischer, D. E., & Ronald J., J. *Security Analysis and Portfolio Management*. Prentice-Hall of India, New Delhi.
6. Hangen. *Modern Investment Theory*. Pearson Education.
7. Kahn: *Technical Analysis – Plain and Simple*. Pearson Education.
8. Kevin, S. *Security Analysis and Portfolio Management*. New Delhi: PHI learning Pvt Ltd.
9. Pandian, P. *Security Analysis and Portfolio Management*. Vikas publishing house Pvt Ltd Noida.
10. Ranganatham, M. & Madhumathi, R. *Investment Analysis and Portfolio Management*. Pearson Education, New Delhi.

Note: Latest Edition of reference/text books.

VII

SEMESTER

| Subjects | | No of Credits | Max Marks | Teaching Hours | Tutorial Hours | Practical Hours | Total Hours |
|--------------------------------------|------|---------------|-----------|----------------|----------------|-----------------|-------------|
| 1. Global Research in Accounting | CC | 4 | 100 | 40 | 10 | 14 | 64 |
| 2. Research Data Analysis techniques | AECC | 4 | 100 | 40 | 10 | 14 | 64 |
| 3. Dissertation | DSE | 16 | 400 | | | 256 | 256 |
| Total | | 24 | 600 | 80 | 20 | 284 | 384 |

PAPER BAacctg8.01. GLOBAL RESEARCH IN ACCOUNTING

Course Contents:

The respective department of the university have to identify topics of Research published in international and national journals in the last five years to expose the students to the global research in accounting. This course carries 4 credits.

Suggested Journals:

| INTERNATIONAL JOURNALS | | | |
|------------------------|--|---------------------------------|---|
| Sl No | Name of the Journal | Name of the Publisher | Website |
| 1 | Journal of International Financial management and Accounting | John Wiley & Sons | https://www.wiley.com/en-us/Journal+of+International+Financial+Management+%26+Accounting-p-9780JRN62026 |
| 2 | International journal of Accounting | Elsevier. | https://www.worldscientific.com/worldscinet/tija |
| 3 | Journal of Accounting and Economics | Elsevier | https://www.journals.elsevier.com/journal-of-accounting-and-economics |
| 4 | Education and Research | SAGE Publications | http://ierj.in/ |
| 5 | The Accounting Review | American Accounting Association | https://aaapubs.org/loi/accr |
| 6 | Journal of Accounting Research | Wiley-Blackwell | https://onlinelibrary.wiley.com/journal/1475679x |
| 7 | Accounting and Business Research | Taylor & Francis | https://www.tandfonline.com/toc/rabr20/current |
| 8 | Accounting Horizon | American Accounting Association | https://aaahq.org/Research/Journals/Accounting-Horizons |
| 9 | Journal of International Accounting, Auditing and Taxation | Elsevier | https://www.journals.elsevier.com/journal-of-international-accounting-auditing-and-taxation |



| | | | |
|----|------------------------------------|------------------|---|
| 10 | The Journal of Finance | Wiley-Blackwell | https://onlinelibrary.wiley.com/journal/15406261 |
| 11 | European Accounting Review | Routledge | https://www.tandfonline.com/toc/rear20/current |
| 12 | Journal of Financial Economics | Elsevier | https://www.journals.elsevier.com/journal-of-financial-economics |
| 13 | Contemporary Accounting Research | Wiley-Blackwell | https://onlinelibrary.wiley.com/journal/19113846 |
| 14 | Asia-Pacific journal of Accounting | Taylor & Francis | https://www.tandfonline.com/toc/raae20/current |

NATIONAL JOURNALS

| Sl No | Name of the Journal | Name of the Publisher | Website |
|-------|------------------------------|--|---|
| 1 | Indian Accounting Review | Indian Accounting Association Research Foundation | https://www.iaarf.in |
| 2 | Indian Journal of Accounting | Indian Accounting Association | www.indianaccounting.org |
| 3 | Chartered Accountant | The Institute of Chartered Accountants of India (ICAI) | https://www.icai.org/category/e-journal |
| 4 | The Management Accountant | The Institute of Cost Accountants of India | http://www.icmai-rnj.in/index.php/maj |
| 5 | Chartered Secretary | The Institute of Company Secretaries of India (ICSI) | https://www.icsi.edu/e-journals/ |
| 6 | Financial Analysts Journal | Institute of Chartered Financial Analysts of India (ICFAI) | https://www.cfainstitute.org/en/research/financial-analysts-journal |
| 7 | Indian Journal of Finance | Indian Journal of Finance and Banking (IJFB) | http://www.indianjournaloffinance.co.in/ |



PAPER BAacctg 8.02. RESEARCH DATA ANALYSIS TECHNIQUES:

Course Objectives:

This course aims to:

- *Expose students with the methods and process of data analysis for scientific research.*

Course Contents:

Unit I: Bivariate Analysis Techniques: Descriptive Statistics, Simple Correlation, Simple Regression, Two sample t test, Two sample z test, Chi-square test, Mann Whitney U Test, Paired Sample t test, Wilcoxon Signed Rank Test.

Unit II: Parametric and Non-Parametric Tests: Choosing between the two, Univariate Normality Tests - Kolmogorov Smirnov Test, Shapiro-Wilk Test, Multivariate Normality Test, Tests of Homogeneity of Variance.

Unit III: Multiple Linear Regression (Cross section and Time series data both): Concepts of adjusted R-square, F-ratio, Autocorrelation, Serial Correlation, Multicollinearity, Heteroscedasticity (for time series regression), Stationarity. Logistic Regression, Ordinal Regression, Probit, Non-Linear Regression, Panel Data Regression - Pooled Regression, Fixed Effect and Random Effect Models.

Unit IV Analysis of Variance: One-way ANOVA, Two-way ANOVA, MANOVA, MANCOVA, Kruskal Wallis H Test, Friedman Test.

Unit V: Multivariate Analysis Techniques: Factor Analysis, Exploratory Factor Analysis, Confirmatory Factor Analysis, Reliability Test, Structural Equation Modelling, Discriminant Analysis, Cluster Analysis (Two-step, K-means, Hierarchical), Conjoint Analysis, Artificial Neural Networks; Event Study Methodology.

Course Exit Learning Outcomes:

On successful completion of this course the student shall demonstrate:

- *Capability in taking up bivariate and multi-variate data analysis in research and test the significance of results.*
- *Capability in undertaking research independently.*
- *Confidence in undertaking research projects independently.*

Suggested Readings:

1. Churchill. *Marketing Research*. Dryden Press, Harcourt Publications
2. Cooper, Donald & Schindler. *Business Research Methods*. Tata McGraw Hill (Main Text)
3. Malhotra, Naresh. *Marketing Research*. Pearson Publication (Second Text)
4. Saunders. *Business Research Methods*. Pearson Publications.



5. Sharma, K. R. *Research Methods*. Atlantic Publishers, New Delhi

6. Zikmund, *Business Research Methods*. Cengage Publishing

Note: Latest edition of text books may be used.



PAPER BAacctg8.03. DISSERTATION IN ACCOUNTING

Course Contents:

For the Dissertation in Accounting the candidate shall first prepare a synopsis and after approval of the Research problem by the Departmental Research Committee shall undertake research under a supervisor allocated by the department. The dissertation to be evaluated as per University Regulations.

Exit Learning Outcomes of Bachelor of Accounting Qualification

After completion of this curriculum of this qualification the student will be able to demonstrate:

- A broad range of integrated knowledge that, together with cohesive skills, attitudes and behaviour, accounts for the ability to deliver a specialised professional service as expected from a graduate in accountancy.*
- An understanding of the methods and techniques relevant to the accountancy field and how to apply this knowledge in a particular context, including the fields of strategy, risk management and governance, accounting and external reporting, auditing and assurance, financial management, management decision-making and control, and taxation.*
- An ability to interrogate multiple sources of knowledge in the accountancy field, including the use of information technology.*
- An understanding of the complexities and uncertainties of selecting, applying or transferring appropriate standard procedures, processes or techniques to unfamiliar problems in accountancy.*
- An ability to use a range of specialised skills to identify, analyse and address complex or abstract problems drawing systematically on the body of knowledge and techniques appropriate to accountancy.*
- An ability to identify and address ethical issues based on critical reflection on the suitability of different ethical value systems to specific contexts and act in a professional manner;*
- An ability to critically review information gathering, synthesis of data, evaluation and management processes in accountancy in order to develop creative responses to problems and issues.*
- An ability to present and communicate ideas and texts effectively to a range of audiences, offering creative insights, rigorous interpretations and solutions to problems and issues appropriate to the context.*
- An ability to operate effectively within a team, or manage a team based on an understanding of the roles and relationships between elements within the team;*
- An ability to apply, in a self-critical manner, learning strategies which effectively address his or her professional and life-long learning needs.*
- An ability to take full responsibility for his or her work, decision-making and use of resources, and full accountability for the decisions and actions of others where appropriate.*



Accounting Laboratory:

Institutions teaching Accounting courses should set up an Accounting Laboratory and equip it appropriately with qualified faculty, equipment, documents and records.

A list of equipment, documents and records to be provided in the Accounting Laboratory is given as Appendix I on page No 91 to 96.

Note: Students shall practice solution of numerical exercises in courses where numerical exercises are involved in _Accounting Laboratory



Appendix I

Accounting Laboratory

The New Education Policy 2020 has laid strong emphasis upon skill development along with academic excellence in higher education. Factors such as the changing demographic profile of the country with more than half of its population under 25 years of age, rising aspirations of learners for better jobs and higher emoluments, and the growing requirement of industry for capable and well-equipped employees drive the focus on skill development. Skill development is an important component in human resource development. Skill development creates greater self-confidence, self-esteem and sense of dignity in a person leading to economic independence. It helps individuals in realising their aspirations by pursuing better jobs and stable and sustainable livelihood.

It is observed that there is close relationship between interactive teaching learning model and skill development that creates synergies between the two functions, benefitting the facilitators (institutions), the job seekers (students) and the job creators (business and industry). The students and the parents assess the contribution of an educational institution not only on the academic performance but also on its success in placement of their products. The higher education institutions are, thus, expected to cater to these demands and produce employable graduates equipped with knowledge and skill both.

It is a special feature of accounting courses that practice is embedded in all courses at undergraduate and post-graduate level, as accounting is essentially an applied area. This makes 'Accounting Laboratory' an essential element in the teaching of Accounting for developing skills in accounting and strengthening the knowledge and understanding of fundamental accounting concepts and accounting practices.

An 'Accounting Laboratory' equipped with essential hardware, software, documents and other equipment is expected to create an interactive teaching-learning environment, support the teachers in simulating real-life working environment in classroom and groom the students in accounting function, audit function, determination of tax liability, payment of tax, undertaking analysis of business situations for planning, budgeting, control and decision making, data analysis for research, etc.

The essential hardware, software and documents and records required for an 'Accounting Laboratory' as per the Bachelor's degree, Master's degree and other Job oriented courses in Accounting are listed below.

Laboratory hardware:

- (1) Computers - Desktops
- (2) Laptops
- (3) Server
- (4) Telephones/Intercom
- (5) MFD (Print, Scan, Copy) Machines
- (6) Internet facility



- (7) Office Equipment
- (8) Data Storage Equipment - Portable Hard Disks
- (9) Smart Boards
- (10) Digital Podium

Note: (1) One desktop/Laptop (Windows 10 updated version pre-loaded) for every 2 students.

(2) Other equipment as per the requirement of the courses taught to be installed.

Accounting Softwares:

- (1) Tally
- (2) Wave
- (3) Zipbooks
- (4) Akaunting
- (5) SlickPie
- (6) GnuCash
- (7) CloudBooks
- (8) Zoho Invoice
- (9) NCH Express Accounts
- (10) Quickbooks India
- (11) My book
- (12) Busy accounting
- (13) Logic
- (14) Saral
- (15) Marg ERP 9
- (16) Profitbooks
- (17) Alignbooks
- (18) Vyapar
- (19) XBRL

Data-analysis Softwares:

- (1) Python*
- (2) R*
- (3) R Studio*
- (4) SPSS
- (5) EViews
- (6) AMOS
- (7) Statcraft

Note: (1) * These are free software

(2) The software should be licenced

(3) Latest versions of software to be purchased/acquired and continuously updated.

Documents and Records

| Functional Area | Important documents and records |
|------------------------------------|--|
| Financial and Corporate Accounting | <p>International Accounting Standards IAS: (IAS 1 – IAS 41)</p> <p>Standards Interpretations Committee of Accounting Standards Board (SIC 7 to SIC 32).</p> <p>International Financial Reporting Standards (IFRS): (IFRS 1 – IFRS 16).</p> <p>International Financial Reporting Interpretations Committee (IFRIC): (IFRIC 1 to IFRIC 19):</p> <p>Standards Interpretations Committee of Accounting Standards Board (SIC): (SIC 7 to SIC 32):</p> <p>Indian Accounting Standards (Ind AS): (Ind As 1 – Ind As 42) & (Ind As 101 – Ind As 116).</p> <p>Annual Financial Statements of Selected Companies: Balance Sheet, Statement of Profit and Loss, Balance Sheet, Cash Flow Statement as provided in the Indian Companies Act 2013, Directors Report.</p> <p>Financial Transactions Vouchers - Cash Receipt, Cash Payment, Bank Receipt, Bank Payment, Purchase Order, Purchase Bill / Invoice, Debit Note, Sales bill / Invoice, Credit Note, Journal Vouchers, Delivery Note, Tax Invoice, Stock Statement.</p> <p>Banking Transactions Vouchers - Cheque for cash withdrawal/Payment Order, Withdrawal Form for Cash withdrawal, Pay in Slip for cash Deposit for Savings/Current Account, Pay in Slip for Cheque Deposit for Savings/Current Account, Pay in Slip for transfer through RTGS/NEFT, Demand Draft.</p> |
| Cost and Management Accounting | <p>Cost Accounting Standards (CAS): (CAS 1 – CAS 24); Guidance Notes on Cost Accounting Standards; Generally Accepted Cost Accounting Principles (GACAP); Cost Auditing Standard (CAS): (CAS 1 to CAS 4); Filing of cost audit report to MCA [in XBRL format (as per taxonomy)]; The Companies (Cost Records and Audit) Rules, 2014.</p> |

| | |
|-------------------|--|
| | <p>Cost and Management Accounting Related Vouchers - Purchase Requisition, Purchase order form, Goods Receipt Note, Stores requisition note, Material return note, Material transfer Note, Bin card, Wastage and scrap report, Labour requisition form, Daily and weekly timesheet, Job card, Labour cost card, Idle time card, Payroll, Wages analysis sheet, Bill of Material, Corporate Annual Reports, Cash Budget, Production Budget, Sales Budget, Master Budget and other functional budgets, BSE Directory Sheets showing ratios and trends, Project Report, Project Proposal.</p> |
| Auditing | <p>International Standards on Auditing: (ISA 200 - ISA 810).</p> <p>Indian Standards on Auditing: (SA100 – SA999).</p> <p>Audit Documents: Audit Assignment Form – Internal Audit, Audit Entrance Memorandum, Audit Work Program, Audit Work Papers, Internal Control Checklist, Vouchers, Audit Report Professional Ethics of Auditor; Professional Code of Conduct.</p> |
| Taxation | <p>Income Tax Documents: Saral Form – IT Returns for non-corporate Assesses, Form No. 16 – (Certificate of TDS under the head ‘Salaries’), Form No. 15H – (Declaration for receipt of interest on securities without TDS), Form No.16A – (Certificate of TDS under the head ‘Income from Other Source’, Request for Pan Card, Application for Allotment of Permanent Account Number – Form No. 49A, Form No.10E – (For claiming Relief under Sec.89 (1)), Form No. 12BA- (Statement showing particulars of perquisites, Fringe Benefits etc.), Form No.15-9 (Declaration by an individual for claiming receipts without TDS, Form No. 15-1 (Declaration by an individual claiming receipt of amount under Sec 80CCA without TDS), Challan for Tax Payments, TDS Tax Challans, Form No.26 – (Annual Return of TDS in respect of payments other than ‘Salaries’), Form No. 13 – (Application by a person under Sec. 197 for no TDS or deduction of tax at low rate), Note Sheet, Form BA – Return of Net Worth.</p> <p>Goods and Services Tax Documents: GST Registration Process and Payment of Tax; Enabling GST and Defining Tax Details - Tally ERP; Defining Tax Rates at Master and Transaction Levels; Defining GST Rates at Stock Group Level; Defining GST Rate at Transaction Level; Accounting of GST Transactions; Creation of GST Duty Ledgers; GST Reports; 1- GSTR 2 - GSTR 3 -GSTR 3B - GSTR 4 GSTR 5- GSTR6- GSTR7-GSTR8- GSTR – 9 -GSTR10- GSTR11; Generating GSTR; Exporting GSTR; Uploading of GSTR on GST portal.</p> |
| Corporate Finance | <p>Company Documents: Memorandum of Association, Articles of Association, Certificate of Incorporation, Prospectus, Statement in lieu of Prospectus Application for Shares, Notice of Payment of Allotment Money, Equity Share Certificate, Convertible Debenture Certificate.</p> <p>Secretarial Documents: Notice for Annual General Meeting, Agenda, Annual Report, Director’s Report, Dividend Warrant, ESC Form, Share Transfer Form.</p> <p>Stock Exchange Documents: Role and functions of Brokers, Jobbers, Members, Trading Procedures, Depository Agreement,</p> |

| | |
|---|--|
| | Dematerialization Request Form, Receipt Instruction Form, Delivery Instruction Form. |
| Foreign Trade Documents | <p>Exports Documents- Letter of Offer, Letter of Intent, Purchase Order, Packing List, Fax Transmission, Shipping Details, Bill of Lading, Cargo Arrival Notice/Invoice.</p> <p>Imports Documents: Import Order, Terms and Conditions of Order, Application for Remittance in Foreign Currency, Bill of Lading, Out of Charge Order – Issued by Customs House, Bill of Entry for Home Consumption, Request to Bank Manager for issue of TT, Purchase Order, Commercial Invoice, Proforma Invoice, Cargo Arrival Notice/Invoice, Application for Documentary Credit</p> |
| Insurance Business | <p>Life Insurance Documents: Proposal form, Insurance Policy, Claim Form</p> <p>General Insurance Documents: Personal Accident with Hospitalization expenses Policy: Proposal Form, Insurance Policy, Mediclaim Form,</p> <p>Householders Insurance Policy: Proposal Form cum Schedule, Insurance Policy, Claim Form</p> <p>Standard Fire and Special Peril Policy: Proposal Form, Insurance Policy, Claim Form.</p> <p>Special Perils Policy - Burglary and House Breaking Insurance Policy: Proposal Form for Burglary and House Breaking Insurance Policy, Insurance Policy, Claim form.</p> <p>Marine Policy: Proposal form, Insurance Policy, Claim form.</p> |
| Banking Companies | <p>Documents: Account Opening Form- Savings Bank Account and Current Account, Form for FD/KD/KDP/RD/NNND/CARD, Form for Term Deposit, Pay-in-Slip, Withdrawal Forms, Specimen of Pass Book, Specimen of Cheque, Specimen of Credit Card, Specimen Debit Card, Specimen of ATM Card, Application for Transfer of Account from one Branch to the other,</p> |
| Important Business Laws: Acts and Regulations | <p>The Constitution of India.</p> <p>Business Laws: The Indian Contract Act 1872, The Sale of Goods Act 1930, The Limited Liability Partnership Act, 2008: The Depositories Act 1996; The Consumer Protection Act 1986: The Indian Companies Act 2013, Information Technology Act 2000, Insolvency and Bankruptcy Code (IBC) 2016, Income Tax Act 1961, The Income Tax Rules 1962, The National Tax Tribunal Act 2005, The Equalisation Levy Rules 2016, The Integrated Goods and Services Tax Act 2017: The Central Goods and Services Tax 2017; The State Goods & Services Tax Act 2017, The Constitution (One hundred and First Amendment) Act 2016; The Goods and Services Tax (Compensation to States) Act 2017; The Integrated Goods and Services Tax 2017; The Union Territory Goods and Services Tax 2017, The Customs Act 1962; The Customs (Import of Goods at Concessional Rate of Duty) Rules 2017,</p> |

| | |
|--|--|
| | <p>The Government Accounting Rules 1990, The Central Government Account (Receipt and Payment) Rules 1983, The Account Code for Accountants General 1999, The Central Public Works Accounting Code 1999, The Insurance Act 1938, The Life Insurance Act 1956; The Insurance Regulatory and Development Authority (IRDA) Act 1999, The Securities and Exchange Board of India Act, The SEBI guidelines on portfolio management, The Companies (Cost Records and Audit) Rules, 2014, The Factories Act 1948; Indian Trade Union Act 1926; The Payment of Wages Act 1936; The Minimum Wages Act 1948, The Industrial Disputes Act 1965, The Institute of Chartered Accountants of India Act 1949, The Institute of Cost and Works Accountants Act 1959, The Institute of Company Secretaries of India (ICSI) Company Secretaries Act, 1980 (Act No. 56 of 1980), The Chit Fund Act 1982, The Export-Import Bank of India Act, 1981, The Banking Companies Act 1949, The Banking Companies (Acquisition and Transfer of Undertakings) Act 1980, The Banking Companies (Acquisition and Transfer of Undertakings) Act 1970, The Deposit Insurance and Credit Guarantee Corporation Act 1961, The State Bank of India (Subsidiary Banks) Act 1959, The State Bank of India Act 1955, The Industrial Disputes (Banking Companies) Decision Act 1955, The Reserve Bank of India (Amendment and Misc. Provisions) Act 1953, The State Financial Corporations Act 1951, The Banking Regulation Act 1949, The Industrial Disputes (Banking and Insurance Companies) Act 1949, The Banking Companies (Legal Practitioner Clients' Accounts) Act 1949, The Industrial Finance Corporation of India Act 1948, The Reserve Bank of India Act 1934, The Bankers' Books Evidence Act 1891, The State Banks (Repeal and Amendment) Act 2018, The Credit Information Companies (Regulation) Act 2005, The National Bank For Agriculture and Rural Development Act 1981, Negotiable Instruments (Amendment) Act 2015, The Payment and Settlement Systems (Amendment) Act 2015, The Banking Law Amendment Act 2013, The Banking Laws Amendment Act 2012, The Factoring Regulation Act 2011, The Sick Industrial Companies (Special Provisions) Repeal Act 2003, The Industrial Development Bank (Transfer of Undertaking & Repeal) Act 2003, Industrial Reconstruction Bank (Transfer of Undertaking & Appeal) Act 1997, The Industrial Finance Corporation (Transfer of Undertakings and Repeal) Act 1993, The Special Court (trial of Offences relating to Transactions in Securities) Act 1992, The SIDBI Act 1989, The National Housing Bank Act 1987, The Sick Industrial Companies (Special Provisions) Act 1985, The Shipping Development Fund Committee (Abolition) Act, 1985.</p> |
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MASTER OF ACCOUNTING (1 YEAR)

Pre-requisite: A student qualifying at ‘Bachelor of Accounting Research’ shall be eligible for admission to the Master of Accounting (1 Year).

Objective of the Qualification:

The objective of this qualification is to:

- Expose the student to latest higher-level knowledge in the fields of Financial Accounting, Cost Accounting, Management Accounting, Taxation, Auditing and Assurance and Finance.
- Provide qualifiers with an advanced knowledge, analytical skills, interpersonal skills, effective oral and written communication skills, problem solving skills in their chosen field, that would enable them to be self-driven, and integrated thinkers who can critically evaluate the literature pertaining to the field of specialisation and continue professional growth.
- Develop researchers who are capable of contributing to the advancement of knowledge.
- Provide the country with a significant number of researchers in order to ensure that the research leadership and scholarly activity is widened.

Course Credits

| Master of Accounting | Paper 1 | Paper 2 | Paper 3 | Paper 4 | Paper 5 | Paper 6 | Total Credit |
|----------------------|----------|-----------|----------|----------|----------|----------|--------------|
| Semester I | 4 | 4 | 4 | 4 | 4 | 4 | 24 |
| Semester II | 4 | 20 | | | | | 24 |
| Total Course Credits | 8 | 24 | 4 | 4 | 4 | 4 | 48 |

Classification of Courses of Study

| Semester | Core Courses (CC) | Ability Enhancement Compulsory Courses (AECC) | Skill Enhancement Courses (SEC) | Discipline Specific Elective Courses (DSE) | Generic Elective Courses (GE) |
|----------|----------------------------|---|---------------------------------|--|-------------------------------|
| I | 11.01, 11.02, 11.03, 11.04 | -- | -- | A11.05, A11.06 B11.05, B11.06 C11.05, C11.06 D11.05, D11.06 E11.05, D11.06 | -- |
| II | 12.01 | | 12.02 | -- | -- |

Continuous assessment: As per the UGC Guidelines Continuous Assessment in all Courses of 100 marks shall be of 30% marks and Annual/Semester end Examination of 70% marks. The breakup of the Continuous Assessment 30% marks shall be, Record -10 marks, Tests – 10 Marks, Presentation/Group Discussion/Seminar – 5 marks and Attendance – 5 Marks



SEMESTER I

| Courses | | No. of Credits | Max Marks | Teaching Hours | Tutorial Hours | Practical Hours | Total Hours |
|--|-----|----------------|-----------|----------------|----------------|-----------------|-------------|
| 1. Advanced Financial Accounting | CC | 4 | 100 | 36 | 12 | 16 | 64 |
| 2. Cost Audit, Standards and Management Audit | CC | 4 | 100 | 36 | 12 | 16 | 64 |
| 3. Financial Planning Budgeting and Valuation | CC | 4 | 100 | 36 | 12 | 16 | 64 |
| 4. Forensic Accounting, Auditing and Investigation | CC | 4 | 100 | 40 | 12 | 12 | 64 |
| Accounting Specialisation | DSE | 4 | 100 | 40 | 12 | 12 | 64 |
| 5. Accounting for Financial Instruments | | | | | | | |
| 6. Accounting for Financial Institutions | DSE | 4 | 100 | 40 | 12 | 12 | 64 |
| Finance Specialisation | DSE | 4 | 100 | 40 | 12 | 12 | 64 |
| 5. Behavioural Finance or | | | | | | | |
| International Finance | DSE | 4 | 100 | 40 | 12 | 12 | 64 |
| 6. Derivative Trading | DSE | 4 | 100 | 40 | 12 | 12 | 64 |
| Taxation Specialisation | DSE | 4 | 100 | 36 | 16 | 12 | 64 |
| 5. International Taxation | | | | | | | |
| 6. Advanced Tax Planning and Tax Management | DSE | 4 | 100 | 36 | 16 | 12 | 64 |
| Cost and Management Accounting Specialisation | DSE | 4 | 100 | 40 | 12 | 12 | 64 |
| 5. Strategic Performance Management | | | | | | | |



| | | | | | | | |
|--------------------------------|-----|----|-----|----|----|----|-----|
| 6. Risk Management | DSE | 4 | 100 | 40 | 12 | 12 | 64 |
| Auditing Specialisation | DSE | 4 | 100 | 40 | 12 | 12 | 64 |
| 5. Standards on Audit | | | | | | | |
| 6. Information Systems Audit | DSE | 4 | 100 | 40 | 12 | 12 | 64 |
| Total | | 24 | 600 | | | | 384 |

PAPER MAcctg11.01. ADVANCED FINANCIAL ACCOUNTING

Course Objectives:

The course aims at:

□ *Providing advance knowledge to students in contemporary areas of business transactions and activities and their Accounting.*

Course Contents:

Unit I: Environmental Accounting: Concept, Need, Objectives, Scope – Global Environment accounting, National Environment accounting, Corporate Environment accounting; Process of environment accounting – Identification and appraisal, Communication, Remediation, Analysis and Control; Environmental costs, Potential and hidden costs; Environment cost centres, Environment management accounting; Environment accounting for reporting; Case studies/Exercises.

Unit II: Social Accounting and Audit: Concept, Features, Importance, Uses, Components of social accounting – Production account, Consumption account, Government account, Capital account, Foreign account; Presentation of social accounts for corporate and country, Social accounting reports; Issues in social accounts; Social audit, Methodology of social audit; Social audit of MHNREG in India. Case studies/Exercises.

Unit III: Sustainability Reporting: Concept, Objectives, Scope – Strategic goals, Sustainable activities, Status of performance, Corporate sustainability reporting; Common Framework for Sustainability Reporting of Global Reporting Initiative, Netherlands. Case studies/Exercises.

Unit IV: Integrated Reporting: Concept, Objectives, History and developments, International Integrated Reporting Council Initiative; Framework of integrated reporting – Vision, Values Capital (Financial, Products, Intellectual, Human, Social and Relationship, Nature), Integrated Reporting by companies in India; the SEBI recommendations; Case studies of Indian companies/Exercises.

Unit V: Productivity Accounting: Concept, Importance, Measurement of productivity, Partial productivity measurement, Total productivity measurement; Measuring changes in efficiency of activities and processes; Productivity in service providing enterprises and in not-for-profit organizations; Case studies in productivity accounting in Indian enterprises/Exercises.



Business Process Re-Engineering (BPR): Process Reengineering (PR) - Concept, Importance; Issues in process re-engineering; Value Chain Analysis- Concept, Value chain linkages; Internal linkages; Supplier linkages; Customer linkages; Role of value-chain in decision analysis; Business process re-engineering; Case studies/Exercises.

Course Exit Learning Outcomes:

Upon the completion of this course, the student should be able to demonstrate:

□ *Ability to compile and critique the advanced external financial reports, including Environmental accounting reports, Social accounting reports, Sustainability reports and Integrated reports based on extensive and deep knowledge of best practices, methods and techniques relevant to external financial reporting practices.*

□ *Ability to use a range of specialised skills to identify, analyse and address complex, abstract and/or integrated financial problems by drawing systematically from the standards, methods and techniques relevant to financial accounting practices according to the demand of the contextualised problem.*

□ *Ability to present contextualised financial opinion and arguments on unfamiliar, complex and uncertain financial accounting problems by selecting and applying self-regulated learning skills, methods, standards and techniques appropriate to contemporary financial reporting practices.*

Suggested Readings:

1. Maheshwari, S. N. *Advanced Accountancy, Vol II.* Vikas Publishing House
2. Sehgal, A. and Sehgal, D. *Advanced Accounting, Vol. II.* Taxman Publications
3. Shukla, M.C. and Grewal, T.S. *Advanced Accounts, Vol. II,* S. Chand & Company

Note: Latest edition of text books may be used.



PAPER MAcctg11.02: COST STANDARDS, COST AUDIT, AND MANAGEMENT AUDIT

Course Objectives:

The course objectives are:

- 1. To equip the students with the knowledge of Cost Audit, its planning and execution as per cost accounting standards.*
- 2. To expose the students to the concept of Management Audit and different types of audit.*

Course Contents:

Unit I: Cost Accounting Standards and GACAP: Cost Accounting Standards (CAS 1 to CAS 24), Guidance Notes on Cost Accounting Standards, Generally Accepted Cost Accounting Principles (GACAP).

Unit II: Basics of Cost Audit: Nature of Cost Audit, Origin of Cost Audit, Genesis of Cost Audit, Relevance of Cost Audit, Objectives of Cost Audit, Legal Framework of Maintenance of Cost Records and Cost Audit.

Companies (Cost Records and Audit) Rules, 2014: Short title and Commencement, Definitions, Application of Cost Records, Applicability for cost audit.

Unit III: Cost Auditor – Professional Ethics and Responsibilities: Cost Auditor – Definition, Professional Ethics, Duty of a cost auditor to report fraud (Section 143 of the Companies Act 2013), Punishment for fraud (Section 447 of the Companies Act, 2013), Punishment for false Statement (Section 448 of the Companies Act, 2013).

Unit IV: Cost Auditing Standards and Reporting: Cost Auditing Standard on Planning an Audit of Cost Statements – 101 Cost Auditing Standard on Cost Audit documentation; 102 Cost Auditing Standard overall objectives of the independent Cost Auditor and the Conduct of an Audit in Accordance with Cost Auditing Standards; 103 Cost Auditing Standard on Knowledge of Business, its Processes and the Business Environment; 104, Filing of cost audit report to MCA [in XBRL format (as per taxonomy)].

Unit V: Management Audit: Meaning, Nature and Scope of management audit, Features of different types of management audit, their techniques and procedures, Energy Audit, Efficiency Audit, Proprietary Audit and Systems Audit, Corporate Development Audit, Corporate Strategy Audit, Corporate Social Audit and safety, Management Audit Report (MAR).

Course Exit Learning Outcomes:

On successful completion of the course, the Students will be able to:

- Understand the basics of Cost Accounting Rules.*
- Analyse and estimate the different element of cost as per the Cost Accounting Standards.*
- Understand the cost audit report as per new cost auditing rules.*
- File the Cost Audit Report to the MCA as per XBRL Format*



- Demonstrate the understanding of Management Audit*
- Discuss different types of Audit such as Energy audit, Social audit, etc.*
- Prepare Management Audit Report.*

Suggested Readings:

1. Agarwal, N.P. *Cost Audit & Management Audit*.
2. Banerjee, N. *Laws on Cost Audit*. International Law Book Centre, Kolkata.
3. Chowdhary, D. Datta. *Cost Audit and Management Audit*. Central Publication, Kolkata.
4. Institute of Cost Accountants of India. (A) *Industry wise Cost Accounting Record Rules and Cost Audit Report Rules*; (B) *Guidelines on Cost Audit*; (C) *Cost Audit Reports Rules*; (D) *Cost Audit Social Objectives*
5. Institute of Cost Accountants of India. *Cost Audit Social Objectives*.
6. Rajnath. *Cost and Management Audit*. Tata Mc Graw Hill.
7. Saxena, V.K. and Vashisth, C. D. *Cost Audit and Management Audit*. Sultan Chand and Sons Delhi.

Note: Latest edition of text books may be used.



PAPER MAcctg11.03. FINANCIAL PLANNING, BUDGETING AND VALUATION

Course Objectives:

The course aims to:

- Enable the students to understand the premise of financial planning and identify the financial goals of investment in contemporary environment.*
- Help the students to build financial plans and budgets and instal budgetary control mechanisms for business projects systematically.*
- Enable critical thinking in students with respect to analysis and application of innovative solutions to varied financial problems.*

Course Contents:

Unit 1: Financial Plan and Financial Planning: Planning – Concept, Characteristic features, Pre-requisites, Types – Operational planning, Strategic planning, Technical planning, Contingency planning; Ethical issues in strategic planning.

Unit II: Financial Planning: Basic concepts in financial planning, Sources of finance, Financial institutions – Role and functions, Process of financial planning – Defining financial objects and goals, Gathering information, Analysis of current situation and needs, Identification of sources of funds, Use of Forecasted Financial statements – Statement of Profit and loss, Statement of Retained Earnings, Balance Sheet and Cash flow Statement; Limitations of financial planning.

Financial Plan: Concept, Components of financial plan – Budgeting, Managing liquidity, Managing risk, Managing control, Development of Financial plan, Implementation and Review; Building financial plans using spreadsheets; Evaluation of financial plan; Case studies/ Exercises.

Unit III: Project Planning: Meaning, Essentials, Aspects covered, Process of project planning - Feasibility study - Cash flow projections, Impact assessment of taxation, depreciation, inflation, etc; Capital Budgeting Decisions - Certainty Equivalent approach, Evaluation of Risky Investment Proposals; Risk and Return analysis, Simulation and decision tree analysis, Sensitivity analysis; Capital Rationing, Adjusted Net Present Value, Replacement decisions, Application of Real alternatives in capital budgeting, Impact of inflation on capital budgeting decisions; Risk analysis in Capital Budgeting; Precautions in project planning.

Project Plan: Elements of project plan – Quality, Time, Cost and Resources; Time planning for projects – Techniques used, Resource planning for projects – Techniques used; Work planning for projects – Techniques used; Preparation of Project Report; Social Cost Benefit Analysis of projects; Case studies/ Exercises.

Unit IV: Budgeting and Budgetary Control: Budget - Concept, Objectives of budgeting, Fixed and Flexible Budgets; Preparation of Functional Budget for Operating and Non-Operating Functions; Cash Budget; Capital Expenditure Budget; Master Budget; Principal Budget Factors, Budget Manual.

Budgeting: Concept, Budgeting Procedure; Preparation and Monitoring of budgets.

Budgetary Control: Analysis of Budget Variances; Budget review and revision; Reallocation of funds Case studies/ Exercises.



Unit V: Valuation: Value – Meaning, Measures of value, Types – Historical value, Present Value, Market Value, Fair value, Economic value, Comparative value, Value in use; Factors affecting value; Value Based Management (VBM).

Valuation: Concept, Valuation of Tangible Fixed Assets; Valuation of Intangibles including the Valuation of brand, Valuation of goodwill; Valuation of liabilities; Valuation of Shares, Bonds and other financial instruments; Valuation of Business; Business valuation models, Cash flow valuation, Discounted Cash flow valuation, Comparison of accounting approaches and discounted cash flow approaches to valuation; Free cash flow valuation, Use of financial statement analysis in valuation.

Analysis of the firm's profitability, growth, and value generation as a means of testing the quality of financial reports; Forecasting of earnings and cash flows; Analyses for financial strategy and planning; Analysis of risk; Determination of price/earnings and market-to-book ratios, Shareholder Value Analysis, Analysis for Economic Value Added.

Course Exit Learning Outcomes:

After studying this course, the student will be able to:

- Understand financial planning, budgeting and budgetary control and identify the financial Goals of a business enterprise.*
- Critically evaluate the investment projects suitable for different financial goals in different time spans.*
- Understand and undertake financial planning for projects in business and service-oriented enterprises.*
- Demonstrate the ability to develop creative responses with regards to the responsible financial management of a company and its assets by critically reviewing the information, evaluating the processes and effectively using the financial tools and techniques within the boundaries of the strategic goals and objectives of the company.*

Suggested Readings:

1. Alexander, J. *Financial Planning & Analysis and Performance Management*. Jhon Wiley & Sons Publication
2. Buffet, Marry and Clark, David. Warren Buffett. *Interpretation of Financial Statements*.
3. Fisher, A. Philip. *Common Stocks and Uncommon Profits*. Wiley.
4. Keown, A. J. *Personal Finance – Turning Money into Wealth*. Pearson Publication,
5. Khursheed, Arif. *Initial Public Offerings: The Mechanics and Performance of IPOs*. Harriman House Publishing.
6. Lee, A.C., Lee, J.C., & Lee, C.F. *Financial Analysis, Planning & Forecasting: Theory and Application*. World Scientific Publishing Company
7. Madura, Jeff. *Personal Finance*. Pearson Education.



8. Soota, Ashok and Gopalan, S. R. *Entrepreneurship Simplified: From Idea to IPO*. Penguin Random House India.

9. Spier, Guy. *The Education of Value Investor*. Palgrave.

Note: Latest edition of text books may be used.



PAPER MAcctg11.04. FORENSIC ACCOUNTING, AUDITING AND INVESTIGATION

Course Objectives:

This course aims to:

- *Develop the use of accounting skills to investigate fraud and embezzlement, and to analyse financial information for use in legal proceedings.*
- *Develop skills to examine tax and business records to identify irregularities that can impact major criminal and civil cases.*
- *Understand the methodology of systematic fraud investigation, fraud detection and fraud management and use forensic accounting and audit techniques under suspected fraudulent conditions.*

Course Contents:

Unit 1: Fraud: Meaning, Ingredients of fraud, Reasons why frauds are committed, Individuals likely to commit fraud; Pervasiveness and causes of white-collar crime in society; Victims of fraud; Reasons for certain individuals/businesses facing higher risk and becoming targets of fraudsters; Effect of fraud on its victims directly and on the society in general; Economics of crime.

Financial Frauds: Meaning, Nature, Scope - Fraud in revenue and expenditure, Fraud in inventory and assets, Fraud on liabilities and reserves; Fraud in Financial Statement; Financial frauds in Banking sector - Overview; Financial frauds in insurance service - Overview, Case studies/Examples; Financial frauds in capital market - Overview, Case studies/Examples; Strategies for prevention of frauds to save consumers and businesses.

Unit II: Corporate Frauds: Nature of corporate frauds, Fraud under the Companies Act, 2013, Frauds for and against a company; Types of corporate frauds - Bribery and corruption, Money laundering, Misappropriation of assets, Manipulation of financial statements, Procedure-related frauds, Corporate espionage, Tax evasion; Organized crimes; Financial crimes, Other types of misconducts; Fraud in e-commerce;

Cyber-crimes: Definitions under IT Act, 2000; Types of cybercrimes - Cyber stalking, Cyber terrorism, Forgery and fraud, Crimes related to IPRs, Computer vandalism, Cyber forensic.; Distinction between cybercrimes and conventional crimes;

Cyber-crimes Business Space - Web Centric Businesses, E Business, Electronic Governance, Instant messaging platforms, Social networking sites and mobile applications, Security risks in use of Internet; Cyber jurisdiction, Domain name dispute, E-forms; E-Money, Regulations of Pre-Payment Instruments (PPI), Electronic Money Transfers, Privacy of Data and Secure Ways of Operation in Cyber Space.

Unit III: Fraud Investigation: Symptoms of fraud, Detection of crime; Identification of behaviour, habits and exploits of fraudsters, Fraud Investigation and Engagement with victims; Collection of evidence; Examination of fraud evidence - Physical, Documentary and Observational Evidence; Use of interview and interrogative methods; Detection of fraud and identification of perpetrators of the fraud.



Fraud Reporting: Loss and damage analysis, Valuation of corporate assets lost and liabilities created; Loss due to damages and penalties; Preparation of report on fraud, Fraud reporting, Suggestions for litigation and recovery; Assessment of involvement and responsibility of employees and Auditors.

Unit IV: Forensic Accounting: Meaning, Nature, Process, Financial Statement Analysis techniques for fraud detection; Legal environment, Financial Intelligence; Accounting and Audit techniques; Sources of information; Detective and investigative tools and techniques; Investigative interview analysis; Financial Intelligence measures; Duties and responsibilities of the forensic accountant.

Fraud Auditing: Meaning, Nature, Scope, Auditors liability for undetected frauds, Forensic Audit, Use of technology in Forensic audit, Phases in audit – Recognition, Planning, Evidence collection, Evaluation of history and evolution, Fraud cycle, Consequences, Communication of results, Forensic Audit Report.

Unit V: Fraud Management and Resolution: Implications of corporate frauds; Recognition of potential fraudulent situations; Follow up action – Departmental action, Police investigation and Crime reporting, Legal follow up, Enforcement through Government; Policy actions; Initiation of fraud prevention measures.

Course Exit Learning Outcomes:

Upon the completion of this course, the student should be able to demonstrate insight into:

- Knowledge and engagement in the field of forensic accountancy as it pertains to financial statement manipulation.*
- Knowledge literacy in the area of fraud risk management.*
- Understanding of the methods and procedure in selecting and applying appropriate standards procedures, processes and techniques of financial statement manipulation and fraud risk management to problems in the field of forensic accountancy*
- Knowledge of ethics and professional practices relating to financial statements and fraud risk management.*
- Accessing, processing and managing information on financial statement manipulation and fraud risk management problems and issues within the forensic accountancy environment.*
- Knowledge literacy in demonstrating the ability to interrogate multiple sources of knowledge in the area of conducting a forensic investigation.*
- Developing solutions to complex or abstract problems in the forensic investigation field.*
- Ability to produce and communicate professional ideas and texts in the field of forensic investigations*
- Understand context and systems relating to forensic regulatory compliance and forensic technology in the forensic accountancy environment.*

**Suggested Readings:**

1. Albrecht, W. Steve. *Forensic Accounting and Fraud Examination*. Cengage Learning (India Edition).
2. Albrecht, Chad O., Albrecht, Conan C., Albrecht, W. Steve and Zimbelman, Mark F. *Forensic Accounting & Fraud Examination*. Cengage Learning.
3. Banerjee, Robin. *Who Cheats and How?* Sage Publications, New Delhi.
4. Bologna, Jack and Lindquist, Robert J. *Fraud Auditing and Forensic Accounting*. Wiley.
5. Bremser, Wayne G. *Forensic Accounting and Financial Fraud*. American Management Association.
6. Dalal, Chetan. *Novel and Conventional Methods of Audit. Investigation and Fraud Detection*. Wolters Kluwer India Pvt Ltd.
7. Garg, K. *Forensic Audit*. Thomson Reuters
8. Golden Thomas, Skalak, Steven, and Clayton, Mona. *A Guide to Forensic Accounting Investigation*. Wiley Publishers.
9. Gupta, Sanjeev. *Corporate Frauds and their Regulation in India*. Bharat Law House Pvt Ltd
10. Hopwood William; Leiner Jay, Young George. *Forensic Accounting and Fraud Examination*. McGraw-Hill.
11. Kass-Shraibman Frimette, Sampath Vijay, *Forensic Accounting for Dummies*. Wiley Publishers.
12. Kaul, Vivek. *Easy Money*. Sage Publications, New Delhi.
13. Kranacher, M.J. and Riley, R.A. *Forensic Accounting and Fraud Examination*, Jhon Wiley & Sons
14. Kranacher Mary-Jo, and Riley Richard. Wells Joseph. *Forensic Accounting and Fraud Examination*, Wiley Publishers.
15. Manning, George A. *Financial Investigation and Forensic Accounting*. CRC Press: Taylor & Francis Group.
16. Sharma, B. R. *Bank Frauds*. Universal Law Publishing, New Delhi

Note: Latest edition of text books may be used.



SPECIALISATIONS:

Important: A candidate shall select **any one** of the following four specialization groups of 2 papers each:

ACCOUNTING SPECIALISATION

PAPER MAcctg11.05A. ACCOUNTING FOR FINANCIAL INSTRUMENTS

Course Objectives:

The course aims to:

- Develop understanding among the students of accounting and reporting for financial instruments.*
- Develop understand and skill of technicalities in designing and developing the financial accounting systems for financial and investment institutions and investment services.*

Course Contents:

Unit I: Financial Instruments (Ind AS 109): Definition (IFRS 102), Characteristic features, Types – Primary financial instruments as Stocks, Bonds and Currency, Derivative financial instruments, Compound financial instruments; Cash instruments, Debt based instruments, Equity based instruments; Debt Vs Equity component.

Unit II: Recognition and Measurement of Financial Instruments (IFRS 9 - replacement of IAS 39): Recognition and de-recognition of Financial instruments as Financial assets or Financial liabilities; Initial measurement, Subsequent measurement, Gains and losses; Impairment of financial assets measured at amortised cost; Investment in equity instruments – Initial recognition, Subsequent recognition, Gains and Losses; Case studies/Exercises.

Unit III: Financial Instruments Presentation (Ind AS 32): Classification and Measurement of financial instruments as financial assets and financial liabilities; Offsetting financial assets and financial liabilities; Case studies/Exercises.

Unit IV: Disclosures of Financial Instruments: Disclosures of Financial Instruments (Ind AS 107); Disclosure requirement; Quantitative disclosure and Qualitative disclosure; Disclosure of different categories of financial assets and financial liabilities in the Balance sheet and Profit and Loss Account; Case studies/Exercises.

Unit IV: Accounting for Financial Instruments: Accounting for the Financial assets, Financial liabilities; Hedge Accounting; Derivative financial assets – Fair value hedges, Cash flow hedges, Futures, Options, Swaps – Interest rate swaps, Currency swaps; Trade date accounting, Settlement date accounting; Accounting disclosures; Case studies/Exercises.

Unit V: Innovations in Financial Instruments: Participation in equity (risk capital) funds, Bank guarantees; Hedging financial instruments; Compound financial instruments; Case studies/Exercises.

Course Exit Learning Outcomes:

Upon the completion of this course, the student shall be able to demonstrate insight into:



- *Understanding of the accounting and reporting requirements for financial instruments.*
- *Understanding of the technicalities in designing, developing and maintaining financial accounting systems for financial and investment institutions and dealings in financial instruments.*

Suggested Readings:

1. Banka, Anand. *Comprehensive guide to IND AS implementation.*
2. Garg, Kamal. *IFRS Concepts and Applications.* Bharath Law House Private Limited
3. Ghosh, T. P. *IFRS for Finance Executives.* Taxman Allied Services Private Limited
4. *IFRS explained – A Guide to International Financial Reporting Standards.* BPP Learning Media
5. Kirk, Robert J. *IFRS: A Quick Reference Guide.* Elsevier Ltd.
6. Kumar, Praveen. *Consolidation under IND AS- IFRS Converged Standard*

Note: Latest edition of text books may be used.



PAPER MAcctg11.06A. ACCOUNTING FOR FINANCIAL INSTITUTIONS – BANKING, INSURANCE AND OTHER NON-BANKING FINANCIAL INSTITUTIONS

Course Objectives:

The course aims to:

- *Develop understanding of the students on financial accounting requirements for financial institutions.*
- *Develop understanding of the students of the requirements of law, supervisory authorities and regulatory requirements for banks, insurance companies and other financial institutions.*
- *Develop understanding and skill of the students for maintaining the financial accounts of Banking companies, Insurance companies and other financial institutions as per the legal requirements.*
- *Develop understanding and skill of the students for maintaining the financial accounts of financial services companies.*

Course Contents:

Unit I: Banking Company Accounts: Accounting legislation for banks, Banking Company Accounts; Special features of bank accounts - Division of bank accounts (committed and internal accounts), Basic characteristics of their application; Cash, bank accounts, liabilities from short sales, Deposits and loans by issuing banks, Deposits, loans and other claims and liabilities from other banks; Client Accounts - Standard and classified loans and other claims for customers, Client deposits; Securities, derivatives, other claims and liabilities and transitional accounts; Intangible, tangible property, shares, securities held to maturity, foreign subsidiaries and agencies; Capital accounts, long-term liabilities and closing Accounts; Costs, profits; Off-balance sheet accounts; legal framework, Risks measurement and disclosures, Capital adequacy (Basel II and Basel III), Performance analysis. Preparation of Profit and Loss Account and Balance Sheet of a Banking Company.

Unit II: Insurance Company Accounts: Insurance Company Accounts; Special features; Legal regulation of accountancy of insurance companies, Specific terms - Insurance terminology; Accounting of reserves; Technical, other reserves and non-technical accounts; Accounting for insurance contracts, risk disclosure, Company's capital adequacy,

Accounting of Life, Fire, Marine, Motor Vehicles, and Health insurance Companies: Preparation of Revenue Accounts, Statement of Profit and Loss, Balance Sheet; Legal framework of financial reporting; Annual reports of insurance companies; Company's performance analysis.

Unit III: NBFC Accounts: Evolution of non-bank financial companies (NBFCs), Role and services provided, Categories of NBFCs; Comparison with banks; Regulatory framework; innovative sources of financing; Securitization as a funding mechanism.

Mutual funds (MFs): Evolution, types, Regulation of MFs, Organisation structure, Design and marketing of MF schemes and products, Tax treatment of MF schemes, Financial Reporting by Mutual Funds; SEBI requirements; Performance evaluation;

Unit IV: Financial Services Company Accounts: Overview, Environment and importance of financial services in an economy, Constituents and cultures in financial services sector, Functional



classification of financial services, Major forces driving financial services; Accounts of Merchant Bankers, Stock and Commodity Market Intermediaries; Mortgages – traditional and non-traditional, Securitization; Regulation of merchant banking activity, SEBI guidelines.

Accounts of Credit Rating Companies: Concept, rationale, process, methodology, SEBI regulations for credit rating, Credit Rating Agencies Regulation, 1999, Rating services offered including grading of real estate developers, Rating of small and medium enterprises;

Consumer Finance: Role of consumer credit in the financial system, Features, Legal framework, Credit screening methods, Innovative structuring of consumer credit transactions, Consumer Credit Act, 1974; Credit cards – concept, types, billing and payment, Settlement procedure, Mechanism of transactions, member establishments, member affiliates, Accounting requirements; Accounting and reporting.

Accounts of Factoring, Forfeiting and Venture Capital Companies: Concept, Forms, Functions of factor, Legal aspects, Evaluation of factoring, Factoring disputes, Factoring vs. Forfeiting, Factoring *vis-à-vis* bill discounting, Forfeiting, bill financing – bills of exchange, Bill discounting; Venture capital (VC) – Nature and scope, Role of venture capitalists and private equity firms, Types of venture capital funds, Investment appraisal matrix, Deal structuring, venture capital vs. debt financing, Regulatory environment, Evaluation criteria, limitations.

Unit V: Equipment Leasing Companies Accounts: History and development of leasing, Concept and classification, Types of leases, Leasing and commercial banking, Product profile, Legal aspects of leasing, Lease documentation, Lease agreement, Tax aspects of leasing, Appraisal criteria, Lease evaluation – the lessee's angle, the lessor's angle, negotiating lease rentals, Lease accounting and reporting: IAS-17, Ind AS 17; Hire purchase – concept, characteristics, Leasing vs. hire-purchase, Legal, Tax and Accounting aspects, the Hire Purchase Act, 1972; Financial reporting and Ethics

Course Exit Learning Outcomes:

Upon the completion of this course, the student should be able to demonstrate insight into:

- Understanding of the system and the requirements of financial accounting for financial institutions.*
- Understanding and skill in maintaining financial accounts of Banking companies, Insurance companies and other financial institutions as per the legal requirements.*
- Understanding and skill in maintaining financial accounts of financial services companies including the leasing companies, credit rating companies, factors, forfeiters, venture capital funds and venture capital companies.*

Suggested Readings:

1. Maheshwari, S. N. *Advanced Accountancy, Vol II.* Vikas Publishing House
2. Sehgal, A. and Sehgal, D. *Advanced Accounting, Vol. II.* Taxman Publications
3. Shukla, M.C. and Grewal, T.S. *Advanced Accounts, Vol. II,* S. Chand & Company.

Note: Latest edition of text books may be used.



FINANCE SPECIALISATION

PAPER MAcctg11.05F. BEHAVIOURAL FINANCE

Course Objectives:

The object of this course is to:

- Introduce the student to the field of behavioural finance.*
- Explain how psychological factors affect the decision-making process and decisions of individual investors and how these factors in turn affect the financial markets.*
- Question the common assumption of efficient markets within the traditional neoclassical economic theory.*

Course Contents:

Unit I: Conventional Finance: Prospect theory and market efficiency; Traditional versus Behavioural finance; Neoclassical economics, Expected utility theory, Risk attitude, Allais paradox, Asset pricing, Pricing of risk, Market efficiency, Agency theory, Prospect theory and extensions, Framing and mental accounting, Challenges to market efficiency, Key anomalies, Noise-trading, Limits to arbitrage.

Unit II: Behavioural Science Foundations and Investor Behaviour: Heuristics and biases, Overconfidence, Emotional foundations, Implications of heuristics and biases for financial decision-making, Implications of overconfidence for financial decision-making, Individual investors and the forces of emotions.

Unit III: Social Forces and Market Outcomes: Social interactions and investments, Empirical evidences of social forces at work, Behavioural explanations to market anomalies, Behavioural factors and stock market puzzles - the equity premium puzzle, Real-world bubbles, Experimental bubbles market, Behavioural finance and market valuations, Excessive volatility.

Unit IV: Behavioural Finance and Investor's Rationality: Assumption of Investor's rationality and its critique; Prospect theory and choices of people among alternative investments; Phases in decision making - editing or framing phase and evaluation phase; Behavioural biases such as Framing, Mental Accounting, Regret avoidance, Certainty, Isolation effect, Loss aversion.

Unit V: Behavioural Corporate Finance and Money Management: Behavioural impacts on managerial decisions such as financial decisions, capital budgeting and other investment decisions, Dividend policy and decisions, Initial public offers, Mergers and acquisitions; Loyalty, Agency conflicts and Corporate Governance; Neuro-finance and investor behaviour, Risk taking and innovations.

Course Exit Learning Outcomes:

Upon the completion of this course, the student should be able to demonstrate insight into:

- Foundation of behavioural science and individual behaviour.*



- *Understand the psychological factors that affect the decision-making of individual investors and how these factors in turn affect the financial markets.*
- *Understand the strengths and limitations of the common assumption of efficient markets within the traditional neoclassical economic theory and its implications in investment decisions.*

Suggested Readings:

1. Ackert, L. and Deaves, R. *Behavioral Finance: Psychology, Decision-Making, and Markets*. South-Western Cengage Learning.
2. Baker, H. K. and Nofsinger, J. R. *Behavioral Finance: Investors, Corporations, and Markets*. John Wiley & Sons Ltd.
3. Forbes, W. *Behavioral Finance*. John Wiley & Sons Ltd.
4. Montier, J. *Behavioral Finance: Insights into Irrational Minds and Markets*. John Wiley & Sons Ltd.
5. Parikh, P. *Value Investing and Behavioural Finance*. Tata McGraw Hill Ltd.
6. Pompian, M.M., *Behavioral Finance and Wealth Management: How to Build Optimal Portfolios that Account for Investor Biases*. John Wiley & Sons Ltd.
7. Shleifer, A. *Inefficient Markets: An Introduction to Behavioural Finance*. Oxford University Press.
8. Shefrin H. *Beyond Greed and Fear: Understanding Behavioural Finance and the Psychology of Investing*. Oxford University Press.
9. Shiller, R. J. *Irrational Exuberance*. Princeton University Press.
10. Statman, M. *Behavioral Finance: The Second Generation*. CFA Institute Research Foundation
11. Thaler, R. H. *Advances in Behavioural Finance*. Russell Sage Foundation.

or



PAPER MAcctg11.05F INTERNATIONAL FINANCIAL SYSTEM

Course Objectives:

The objective of this course is to:

- Acquaint the students with the innovations in financial management in the open economies featured by large volume of international trade and high international mobility of factors of production.*
- Highlight opportunities and challenges of financial management in open economies characterized by large volumes of international trade and high international mobility of factors of production.*
- Highlight the complications caused by the process of international investment decision making as well as the development of investment and hedging strategies of multinational financiers and investors.*

Course Contents:

Unit I: Foundations of International Financial System: Globalization and multinational business, Importance, Rewards and risk of international finance, Goals for international financial management, Exposure to international risk, International monetary system, Foreign exchange markets, International parity relationships, Foreign exchange rates; International finance, Costs of international investment, Crisis and contagion; Balance of Payments - Current account, Capital account, Official reserve account, the J curve, Foreign exchange reserves - costs and benefits; BOP trends, Persistent current account deficits and surpluses among nations (Global Imbalances) and their repercussions; Shifting global dominance of the U.S.A.; Growing importance of a unified Europe and emerging Asia; Role of New Development Bank/ BRICS bank.

Unit II: International Financial Markets: International money markets, International credit markets, International bond markets International equity markets, futures and options on foreign exchange, currency and interest rate swaps, international portfolio investment and International stock markets; Regulatory asymmetry and its implications; Recycling of petrodollars.

Foreign Exchange Markets: The Eurocurrency market, Factors determining exchange rates – national / international, political and economic- direct and indirect quotations- spot rates, forward rates premium and discount and cross rates, Fixed versus floating exchange rate systems.

Basics of Derivatives: Forward exchange rate contracts, currency options, swaps and interest rate swaps, letter of credit mechanism and UCPDC/ URC/ Buyer's /Sellers credit, Bilateral trade, Counter trade, High seas sales.

International Financial Institutions: Evolution of The International Monetary and Financial System; Evolution of the international monetary system, bimetallism, Gresham's Law, classical gold standard, its strengths and weaknesses, inter war period, Bretton woods system, The World Bank and International Monetary Fund; Triffin's Paradox, Special drawing rights, Flexible exchange rate regime, Present arrangements including dollarization; The European Monetary Union - its costs and benefits; Regional development Banks.

Unit III: International Banking: Organizational features of international banking, Intermediation and resource allocation, Policy implications of international banking,



Correspondent banking - Bank accounts–NOSTRO and VOSTRO accounts– SWIFT, CHIPS, CHAPS, FEDWIRE, Resident representatives, Bank agencies, Foreign branches, Foreign subsidiaries and affiliates, Consortium banks; Role and function of overseas banking, Foreign lending, International lending policies and practices, Payment mechanism, Settlement system followed in US, UK, and Switzerland and Japan, Global trends and developments in international banking, International financial centres Offshore banking units, SEZs, Financial markets interdependence and securitization, Deregulation, Technology and financial innovations.

Offshore banking & offshore currency trading; Factors contributing to the growth of international banking and Eurocurrency trading, Regulatory asymmetry, Shadow banks; Bank failure and safety nets, Problem of moral hazard and systemically important financial institutions; Problems in regulating international banking, regulatory arbitrage; BIS and Basel Committee-Issues and challenges.

Unit IV: Financial Operations: Foreign direct investment and cross-border acquisitions, International capital structure and the cost of capital, International capital budgeting; Multinational working capital policy and cash management, Exports and imports, International tax environment, Corporate governance around the world.

Facilities to exporters and importers including forfeiting and factoring, NRI accounts – Indian rupee and foreign currency accounts, Risk and credit analysis, Management of foreign exchange risk, Analysis and control of foreign portfolio risk, Modern Portfolio Theory Oriented approach to assessment of the riskiness of foreign claims, loans to government and sovereign risk.

Unit V: Foreign Exchange Exposure and Risk Management: Foreign exchange exposure - economic exposure, transaction exposure, translation exposure, political exposure, interest rate exposure; Management of economic exposure, Management of, Management of translation exposure, Management of political exposure, Management of interest rate exposure; Hedging against foreign exchange exposure through mixed currency invoicing, Country risk analysis.

Exchange Rate Determination and Forecasting: Measuring exchange rate movements and volatility, Factors influencing exchange rates, Government intervention-direct and indirect intervention, Sterilized and non-sterilized intervention; Interest rate parity, covered and uncovered interest arbitrage.

International Parity Conditions: Interest Rate Parity, Hedging Transaction Risk in Money Market, Unbiasedness Hypothesis, Fischer Effect, International Fischer Effect, Purchasing Power Parity - absolute and relative; Real Exchange Rates, Forecasting exchange rates- technical approach, fundamental approach and efficient market approach; Mac PPP Standard; Management of foreign exchange risk.

Course Exit Learning Outcomes:

After successful completion of this course, students will be able to:

- *Understand the role and functions of international financial markets, international financial institutions and international banks and develop skill in the use of techniques used for effective operations and working of multinational banks.*
- *Understand the innovations in financial management in open economies with large volume of international trade under high international mobility of factors of production.*



- Identify and understand the opportunities and challenges of financial management in open economies due to large volumes of international trade and high international mobility of factors of production.
- Understand the implications of international investment decision making and development of investment and hedging strategies of multinational financiers and investors.

Suggested Readings:

1. Apte, P.G. *Multinational Financial Management*. Tata McGraw-Hill, New Delhi.
2. Baye, M.R. and Jansen, D.W., *Money Banking and Financial Markets*. AITBS
3. Bekaert, Greet & Hodrick, Robert J. *International Financial Management*. Prentice Hall.
4. Bose, R. N. *Fundamentals of International Banking*. Macmillan India Pvt Ltd.
5. Buckley, Adrian. *Multinational Finance*. Prentice Hall, New Delhi.
6. Eiteman, D.K., Stonehill, A. I. and Moffett, M.H. *Multinational Business Finance*. Pearson Education.
7. Eun, Cheol S. and Resnick, Bruce G. *International Financial Management*. Tata McGraw-Hill.
8. Maurice, Levi D. *International Finance*. Routledge.
9. Madura, Jeff. *International Financial Management*. Cengage Learning.
10. Madura, J., *International Corporate Finance*. Thomson South-Western.
11. Rajwade, A.V., *Foreign Exchange, International Finance, Risk management*. Academy of Business Studies.
12. Roussakls, E. N. *International Banking Principles and Practice*.
13. Shapiro, Alan C. *Multinational Financial Management*. John Wiley & Sons Inc.
14. Sharan, V. *International Financial Management*. PHI Learning Pvt Ltd.

Note: Latest edition of text books may be used.



PAPER MAcctg11.06F. DERIVATIVE TRADING

Course Objectives:

The course aims at:

- *Providing the students integrated knowledge of derivative instruments and critical understanding of applications of relevant derivative instruments to hedge a position in underlying markets.*
- *Develop capability of students in undertaking critical analysis of alternative approaches to hedging against risk positions taken in underlying markets and the ability to offer value- driven and logical arguments for judgements.*
- *Develop the capability of students to identify, demarcate, analyse, and effectively address complex issues related to hedging with derivative instruments and apply practice-driven solutions with theory-driven arguments.*
- *Develop flexibility and adaptability of the students to apply specialised knowledge of derivative instruments and professional skills to practical hedging contexts.*
- *Demonstrate practical knowledge of how to hedge price risks of plastic, selected metals, gold, maize, wheat, sunflower, shares, bonds, interest rate, and foreign exchange with derivative instruments.*

Course Contents:

Unit I: Derivatives: Derivative instruments – Forwards, Futures, Options, Swaps, Arbitrage; Functions of derivatives, Underlying assets – Securities, Commodities, Currencies, Interest rates; Terminology - Long position, Short position, Spot position, Expiration date, Delivery price, Delivery date, Tick size, Trading cycle, Contango, Backwardation; Derivative contracts, Types of derivative contracts; Derivative trading, Derivative markets, Participants in derivative market, Economic function of the derivative market, Understanding interest rates and stock indices; OTC derivatives - Swaps, Swaptions, Forward Rate Agreements (FRAs); New derivative products and markets – Weather derivatives, Power derivatives, Gas derivatives, Carbon derivatives, Freight derivatives, Property derivatives; Clearing houses, Margin requirements, Daily price limits.

Risk in Derivatives: Credit risk, Market risk, Interest rate risk, Operational risk; Volatility, Measures of risk, Mitigation of risk, Strategies for risk management.

Unit II: Financial Derivatives Trading: Regulatory Framework. Clearing and Settlement of trades; Law of One price, Difference between futures and forward contracts; The General Models for Futures and Forward Prices.

Hedging with Futures Contracts: Futures contracts, Characteristic features, Specifications, Terms, Pricing of futures, Basis of risk; Expected price of contract, Cost of carry, Hedging with futures – Significance, Types of hedging, Strategies in hedging; Pricing of Futures: Cost of carry model, Collars, etc.

Options Contracts: Features, Difference between Options and Futures/Forwards; Types of options – stock options, index options; Greeks: Delta, Gamma, Theta, Rho and Vega, Theta, Epsilon; Embedded options in Debt instruments; Warrants - Convertible Bonds; Call and/or Put option in a debt instrument, Caps, Floors; Terminology in options - Long call, Short put, Covered



call, Protective put; Barrier options, Compound options, Options on futures; Options framework, Options value, Risk in options; Pricing of options: Relationship between Premium and Exercise Price; Options pricing models – Binomial model, Black Scholes Option Pricing Model; Hedging with options, Options based hedging strategies – Bullish strategy and Bearing strategy – Strap, Straddle, Strangle; Application of option pricing theory in investment decisions.

Interest Rate Derivatives Contracts: Objectives, Types; Rules for hedgers under falling interest rates; Rules for hedgers under rising interest rates.

Swaps: Significance, Types of swaps, Pricing of swaps, Risk in swaps, Currency swaps, Interest rate swaps; Valuation models.

Unit III: Currency Derivatives Contracts: International financial institutions; international money and capital markets; financial instruments and financial indicators; Foreign Exchange Exposure and Risk Management: Exchange rate determination, Exchange rate forecasting; foreign exchange exposure: Foreign currency markets - rate changes – short run exchange rate behaviour and long run exchange rate behaviour, Interest rates and currency swaps; Foreign exchange derivatives – Forward, futures, options and swaps; Management of transaction, translation and economic exposures; Currency futures contract -Features and Price Quotes, Hedging currency risk - Basis, Hedging, Optimal Hedge Ratio, Speculation and Arbitrage. Options Contracts: Features and Price Quotes, Risk Management. Swap contracts: Features, Market Quotations, Borrowing advantages, Counter-Party Risk, Swaps as a series of Forward Contracts; Pricing of Futures – Cost of carry model

Unit IV: Commodity Derivatives Contracts: Commodity trading markets – National Commodity Derivative Exchange (NCDEX); Underlying assets – Metals Gold, Silver, Cereals,

wheat, sunflower, maize, Oil, Gas, Power, plastic, etc; Commodity derivatives – Futures, Options, Swaps, Arbitrage; Regulations, Trading and settlement system, Bonded Warehouses.

Unit V: Accounting for Derivatives: Accounting treatment in the books of client – Accounting on trading, Accounting for open interest on Balance Sheet date, Accounting on final settlement; Disclosures by companies - SEBI Guidelines.

Course Exit Learning Outcomes:

Upon the completion of this course, the student should be able to demonstrate:

- Integrated knowledge of and engagement in derivative instruments and critical understanding and advanced application of relevant derivative instruments to hedge a position in various underlying markets.*
- Critical analysis of alternative approaches to hedging against risks of positions taken in various underlying markets and the ability to offer value-driven and logical arguments for judgements.*
- Ability to identify, demarcate, analyse, and effectively address complex issues related to hedging with derivative instruments and apply practice-driven solutions with theory-driven arguments.*
- Flexibility and adaptability to apply their specialised knowledge of derivative instruments and professional skills to practical hedging contexts.*



□ Demonstrate practical knowledge of how to hedge price risks of: plastic, selected metals, gold, maize, wheat, sunflower, shares, bonds, interest rate, and foreign exchange with derivate instruments.

Suggested Readings:

1. Bodie, et al. *Investments*. McGraw Hill.
2. Chandra, P. *Investment Analysis and Portfolio Management*. Tata McGraw Hill.
3. Chew, Lilian: *Managing Derivative Risk*. John Wiley, New Jersey
4. Das, Satyajit. *Swap and Derivative Financing*. Probus
5. Elton, E. and Gruber. *Modern Portfolio Theory and Investment Analysis*. John Wiley and Sons.
6. Fischer, Donald E. and Ronald, J. Jordan. *Security Analysis and Portfolio Management*. PHI Learning.
7. Hull, J. C. *Options, Futures and other Derivatives*. Prentice Hall, New Delhi
8. Hull, J.C. *Fundamental of Futures and Options Markets*. Prentice Hall
9. Hull, J. C. and Basu. *Options, Futures and Other Derivatives*. Pearson.
10. Mayo, Herbert B. *Investments*. Thomson South Western.
11. Natenberg, S. *Option Volatility & Pricing: Advanced Trading Strategies and Techniques*. McGraw-Hill Education
12. Passarelli, D. *Trading Options Greeks: How Time, Volatility and Other Pricing Factors Drive Profits*. Jhon
13. Reilly, Frank K. and Brown, Keith C. *Investment Analysis and Portfolio Management*. Cengage Learning.
14. Sharpe, William F. and Alexander, Gordon J. *Investments*. PHI Learning.
15. Tripathi, V. *Security Analysis and Portfolio Management*. Taxman.

Note: Latest edition of text books may be used.



TAXATION SPECIALISATION

PAPER MAcctg11.05T. INTERNATIONAL TAXATION

Course Objectives:

This course aims to:

- Develop understanding of the students on issues related to taxation for corporate entities in constructive planning and managements of international tax liability.*
- Develop understanding of the students on provisions in taxation laws and regulations on taxation of non-resident individuals, firms, trusts, funds and companies.*
- Develop understanding of the students on provisions in taxation laws and regulations on taxation and the scope of tax planning within the limitations provided for multinational transactions, and multinational entities.*
- Develop understanding of the students on double taxation avoidance agreements by the national governments with the governments of other countries and the scope of tax planning.*

Course Contents:

Unit I: International Taxation: Principles, Model Tax Conventions of the UN, the USA and the OECD; Basics of International Tax Structures; International Financial Centres at London, Hong Kong, and Singapore; International Financial Centres in Mumbai and Ahmedabad; Tax Heavens, Multinational Banks and International funds transfer arrangements.

Unit II: International Taxation- Legal Aspects : Provisions of the Income Tax Act 1961 and Income Tax Rules 1962 relating to international taxation; Double Taxation Relief Agreements 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], Taxation of Non-Resident Individuals (NRIs), HNIs, Firms, Sovereign Wealth Funds, Pension Funds, Trusts, and Foreign Companies; Tax Information Exchange Agreements, Anti-tax avoidance measures.

Tax Planning for Foreign Collaborations: Foreign collaborations and incidence of taxation on domestic companies and other assesses; Doubly taxed income and Double Taxation aspects - Provisions for relief in respect of double taxation - Unilateral and bilateral.

Unit III: Issues in International Taxation: Issues in taxation in case of Foreign Direct Investment, Foreign investment in Financial Markets by Sovereign Wealth Funds, Pension Funds, Trusts and HNIs; Cross border mergers and acquisitions; International Leasing arrangements.

Advance Pricing Agreement (APA): Concept and application; Liability under special cases, Settlement of cases (Sections 245A to 245 L), Advance Rulings - Tax Planning aspects.

Unit IV: Tax Planning and Transfer Pricing: Transfer price, Various approaches to determine profit of branches and associated enterprises; OECD Transfer pricing Guidelines; Multinational Enterprises and Tax Administration Guidelines; UN Transfer Pricing Guidelines for Developing countries; International Taxation and Transfer Pricing issues; Application of Generally Accepted Cost Accounting Principles and Techniques for determination of Arm's Length Price; Provisions



in the Income Tax Act 1961 and the Income Tax Rules 1962 relating to Transfer pricing; Overview of transfer pricing in India; Methods to curb tax evasion through Arm's Length Price and methods of its computation.

Unit V: Emerging Issues in International Taxation: Taxation of Digital economy and e payment portals; Foreign e Commerce Companies and their operations – Equalisation Levy Procedural and regulatory norms, Equalisation Levy Rules, 2016, Multinational Banks and their operations; Investment in Startups by Foreign Venture Capital Funds and Venture Capital Companies; Taxation of revenue from Internet advertisements.

Course Exit Learning Outcomes:

After successful completion of this course, students will be able to:

- Understand the issues related to taxation for corporate entities in constructive planning and managements of international tax liability.*
- Understand the provisions in taxation laws and regulations on taxation of non-resident individuals, firms, trusts, funds and companies.*
- Understand the provisions in taxation laws and regulations on taxation and the scope of tax planning within the limitations provided for multinational transactions and multinational entities.*
- Understand the provisions in double taxation avoidance agreements by the national government with governments of other countries, advance pricing agreements, transfer pricing, etc., and the scope of tax planning and using it for the purpose of minimising the tax liability.*

Suggested Readings:

1. Mittal, D. P. *Law of Transfer Pricing*. Taxman Publications Pvt Ltd. New Delhi
2. *Model Tax Conventions of the UN, the USA and the OECD*.
3. *The Equalisation Levy Rules, 2016*
4. *The Income Tax Act, 1961*
5. *The Income Tax Rules, 1962*

Note: Latest edition of text books may be used.



PAPER MAcctg11.06T. ADVANCED TAX PLANNING AND TAX MANAGEMENT

Course Objectives:

The course aims to:

- Develop detailed understanding of the students on various planning tools in direct taxation and impart knowledge for the use of the provisions of the direct taxes for decision making.*
- Develop understanding of students on issues related to taxation for corporate entities and their managements for decision making to facilitate constructive planning of tax liability.*
- Develop the ability and skill of the students to consider tax implication in business and financial decision, mergers and acquisitions and apply the same in investment situations in business.*

Course Contents:

Unit I: Tax Planning: Concept of tax planning and tax management, Tax evasion and tax avoidance; Rationale of corporate tax planning; Nature and scope of tax planning in companies; Importance of tax planning as a management decision; Objectives and basis of tax planning Minimizing tax liability, tax evasion, tax avoidance and tax planning; Tax Planning and Corporate Planning.

Types of companies - Indian company, Domestic company, Foreign company, Investment company; Residential status of companies and tax incidence, clubbing of income; Taxation of Company - Computation of tax liability; Tax liability and Minimum Alternate Tax, MAT Provision, MAT Credit; Carry forward and set off of losses in case of certain companies; Deductions available to corporate assesses; Tax on profits; Taxation of purchase sale of units of Mutual funds; Long term capital gain and short term capital gain.

Unit II: Tax Planning and Nature of Business: Tax Planning and forms of business (Sole proprietorship, Partnership, LLP and Company); Tax Planning with reference to location of undertaking, Type of activities, Ownership pattern, Tax provisions for new businesses, Export business, Industrial undertakings and infrastructure development undertaking, Enterprises located in SEZs, Businesses in special category states, Hotel industry, Telecom industry, Entertainment industry, Information Technology Industry, Power, Shipping and Aircraft, Oil and Minerals, Venture capital fund, Mutual funds, Insurance, construction, and retail businesses related tax provisions; Deduction allowed to respective industries; (Sections 32AD, 33AB, 3ABA; Sections 35ABB, 35AD; and Sections 80-IA, 80-IAC, 80-IB, 80-IBA, 80-ID, 80-IE 80JJA); Case studies/Exercises.

Unit III: Tax Planning and Business Decisions: Tax planning with reference to specific management decisions such as Make or buy, Own or lease, Repair or replace; Tax planning with reference to Employee's remuneration; Tax planning with reference to receipt of insurance compensation; Tax planning with reference to distribution of assets at the time of liquidation; Double taxation relief – bilateral and unilateral relief related provisions; Provisions related to advance tax computation and payment procedure; Case studies/Exercises.

Tax Planning and Financial Decisions: Capital structure decisions; Dividend policy and tax on dividend, Types of dividends, Case study on dividend tax; Bonus Share; Investments and capital gains; Procurement of assets-Lease vs. purchase; Owning or leasing of an asset; Instalment vs Hire purchase or instalment purchase decision; Purchase of an asset out of own funds or out of



borrowed capital; Manufacturing or buying; Repairing, replacing, renewing or renovating an asset, Case studies/Exercises.

Tax Planning and Managerial Decisions: Capital structure decisions and tax planning; Tax planning through employees' remuneration – fringe benefit tax, ESOPs; tax consideration – make or buy, Close or continue, Sale in domestic market and exports, Replacement and capital budgeting decisions. Tax Planning-Scientific Research, Sale of assets used for scientific research; Private equity in capital structure, Case studies/Exercises.

Tax Planning and Business Reorganization: Tax Planning with reference to business restructuring and amalgamations; Demerger; Slump sale; Tax planning through conversion of a firm into a company; Conversion of sole proprietorship into company; Conversion of company into Limited Liability Partnership, Conversion of company into LLP; Conversion of sole proprietary into partnership firm; Tax planning through transfer of assets between holding and subsidiary companies, Case studies/Exercises.

Unit IV: Tax Planning for International Entities: Tax planning in respect of non-resident Indians; Income by way of interest on NRO/ NRE accounts, Provisions under sections 115C – 115I; Double taxation relief; Tax Planning and Transfer pricing; Measures to curb tax evasion through Arm's Length Price and methods of its computation; Advance rulings; Advance Pricing Agreement, Case studies/Exercises.

Tax Planning in Foreign Collaborations: Doubly taxed income and Double Taxation aspects: Foreign collaborations and incidence of taxation on domestic companies and other assesses; Provisions for relief in respect of unilateral and bilateral double taxation, Case studies/Exercises.

Unit V: Tax Management: Advance payment of tax; Tax deduction/collection at source; Documentations, Returns of tax, Certificates Interest payable by assesses/governments; Collection and recovery of tax; Assessment, re-assessment, rectification of mistakes; Appeals and revisions; Preparation and filing of appeals with appellate authorities; Drafting of appeal; Statement of facts and statement of law; Penalties and Prosecutions: Provisions relating to undisclosed income/ investments (Sections 68,69A,69B,69C,69D); Settlement Commission; Search, seizure and survey; Transactions with persons located in notified jurisdictional area; General anti-avoidance rules; Tax clearance certificate; Securities transaction tax; Information Technology and Tax administration; Case studies/Exercises.

Income Tax authorities; Tax Deduction and Collection Account Number (TAN); Tax Information Network (TIN); Tax deduction at source – tax on salary, interest, dividend, interest other than interest on securities, winning from lottery, games, etc., Insurance commission and related provisions for deductions; Managerial remuneration and tax consideration; Income of others' liable for clubbing; Deductions under Sections 80C, 80CCD (1), 80CCD (1B), 80CCD (2), 80D, 80DD, 80DDDB, 80E, 80G, 80TTA, 80TTB; Rebate under Section 87A. Double taxation relief under Sections 90 and 91; Case studies/Exercises.

Course Exit Learning Outcomes:

After successful completion of this course, students will be able to:

- Develop detailed understanding on various planning tools in direct taxation and use the provisions of direct taxes for planning and decision making.*
- Develop understanding of taxation for corporate entities and use it for decision making to facilitate constructive planning of tax liability.*



Develop the ability and skill of the students to undertake corporate tax planning independently or in a business set up.

Suggested Readings:

1. Acharya. Shuklendra and Gurha. M.G. *Tax Planning under Direct taxes*. Modern Law Publications, Allahabad.
2. Ahuja. Girish. and Gupta, Ravi. *Corporate Tax Planning and Management*. Bharat Law House, Delhi.
3. Lakhotia, R.N. and Lakhotia, S. *Corporate Tax Planning Handbook*. Vision Books
4. Mittal, D.P. *Law of Transfer Pricing*. Taxman Publications Pvt Ltd., New Delhi
5. Singhanian. Vinod K. and Singhanian. Monica. *Corporate Tax Planning*. Taxman Publications Pvt Ltd., New Delhi.
6. *The Income Tax Act, 1961*
7. *The Income Tax Rules, 1962*

Note: Latest edition of text books may be used.



COST & MANAGEMENT ACCOUNTING SPECIALISATION

PAPER MAcctg11.05C. STRATEGIC PERFORMANCE MANAGEMENT

Course Objectives:

This course aims to:

□ *Develop knowledge and skill of the students in the application of management accounting techniques to quantitative and qualitative information for planning, decision-making, performance evaluation, and control in business set up.*

□ *Analyse the performance of a business and its management by applying relevant knowledge, skill and professional judgement in selecting and applying strategic management accounting techniques in different business contexts to contribute to the planning, control and evaluation of the performance of an organisation and contribute to its strategic and operational development.*

Course Contents:

Unit I: Strategic Performance Management: Concept, Importance, Objectives, Principles of performance management – Planning, Organising, Staffing, Leading, Controlling; Key elements – Expectation setting, Planning, Development and improvements, Monitoring Periodic rating, Reward and compensation; Process of performance management – Planning, monitoring, reviewing, rewarding; Integrated strategic performance management measures – Financial, Customers, Business process, Linkage to suppliers and customers, Long term innovations; Alternative views on performance measurement and management.

Unit II: Strategic Performance Planning: Performance management strategy - Define organisational goals and objectives, Plan performance, Measure performance, offer feedback frequently, Peer review, Pre-emptive management, Discuss and review outcomes, Recognition and reward;

Information Systems for Strategic Performance Management: Performance management information systems - Sources of management information; Recording and processing systems and technologies, Data analytics, Management reports; Information flow and its consolidation in multi-locational setting.

Control Systems for Strategic Performance Management: Control system and its applications; Responsibility Accounting-Meaning and Methodology, Types of Responsibility centres, Organizational structure of responsibility centres; Objectives, Pricing corporate services, Divisional performance and transfer pricing issues; Administration of transfer pricing; Strategic management accounting; Impact of external factors on performance management; Performance hierarchy; Business structure and management accounting; Other related environmental and ethical issues.

Unit III: Strategic Performance Measurement: Strategic performance measures in private sector organisations; Measurement of quality of performance; Performance measurement and strategic human resource management; Behavioural aspects of performance measurement; Strategic performance measures in not for- profit organisations; Non-financial performance indicator; Impact of risk and uncertainty on performance management.



Strategic performance management in process-oriented organisations – Establishment of Vision, Mission, Strategy, Assessment of process performance, Priorities in process improvement, Evaluation and management of improvements in performance.

Unit IV: Corporate Performance Management: Need, Importance; Historical Overview; Product costing in price estimates and profit management; Techniques to measure and enhance profitability and quality of products and services; Activity Based Management, Target costing, Kaizen costing; Benchmarking and environmental costing; Flexible Budgeting, Activity-based Budgeting. Setting of performance goals and incentives, Use of diagnostic tools and control systems to achieve goals; Case studies/Exercises.

Strategic Profitability Analysis: Measuring performance using Economic Value Added (EVA) methodology; Comparison between Returns on Investment (ROI) and EVA methodology measures of performance; Measurement of Corporate Performance through Balanced Score Card and its value creation potential; Rationality behind Balanced Score Card; Performance dimensions of Balanced Score Card; Throughput Accounting; Activity Based Costing (ABC), Activity Based Management (ABM), Strategic Cost Management System (SCMS), Quality Management System (QMS), Business Process Re-engineering (BPR); Case studies/Exercises.

Unit V: Strategic Performance Issues in Complex Business Structures: Linkage and alignment of strategies to organisational goals, Continuous performance measurement to remain competitive at all times; Individual performance, Group performance, Organisation performance, Team appraisal, Role clarity, Predicting and preventing corporate failure; Case studies/Exercises.

Course Exit Learning Outcomes:

On successful completion of this course, the students shall be able to demonstrate:

- Use strategic planning and control models to plan and monitor organisational performance*
- Assess the impact of risk and uncertainty on organisational performance.*
- Identify and evaluate the design features of effective performance management information and monitoring systems and recognise the impact of developments in technology on performance measurement and management systems.*
- Apply appropriate strategic performance measurement techniques in evaluating and improving organisational performance*
- Advise clients and senior management on strategic business performance evaluation and on recognising vulnerability to corporate failure.*

Suggested Readings:

1. Adler, Ralph W. *Strategic Performance Management – Accounting for Organisational Control*. Taylor & Francis Group.
2. Bhaskar, Preeti. *Performance Management and Strategic Planning*. Symbiosis Centre for Management Studies, Noida
3. Gupta, Nikhil. *Strategic Performance Management and Business Valuation*. CMA



4. Jablonski, Marek. *Strategic Performance Management – New Concepts and Contemporary Trends*. Nova Publishers.
5. Kenny, Ralph W. *Strategic Planning and Performance Management*. Kobo Publishers.
6. Marr, Bernard. *Strategic Performance Management*. Nova Publishers.
7. Waal, Andrede. *Strategic Performance Management – A Managerial and Behavioural Approach*.

Note: Latest edition of text books may be used.



PAPER MAcctg11.06C. RISK MANAGEMENT

Course Objectives:

This course aims to:

- *Provide the students with integrated knowledge of risk management and critical understanding and application of relevant risk management frameworks, methods and techniques relevant to the field of risk management.*
- *Advance the ability and skill of the students for effectively applying risk management methods and techniques with a view to managing risk within an organisation.*
- *Provide understanding to the students of techniques for critical analysis of alternative approaches to managing the risk within an organisation and the ability to offer value-driven and logical arguments for judgement.*
- *Develop the ability and skill of the students to identify, demarcate, analyse, and effectively address complex issues related to risk management within an organisation and apply the same in practice.*

Course Contents:

Unit 1: Introduction: Concept of risk, Difference between risk and uncertainty, Types of risks – Market risk, Credit risk, Liquidity risk, Interest rate risk, Operational risk, Off Balance Sheet risk, Foreign Exchange risk, Sovereign risk, Insolvency risk; Concept of Enterprise Risk Management (ERM); Risk management – Approaches to risk Management; Risk Management strategies; Risk Exposure - Meaning, Determination of risk exposure – Macro approach, Micro approach; Risk Assessment - Meaning, Measures for risk assessment - Evaluation of internal control procedures; Techniques used - Questionnaires, Flowcharts; Internal audit and External audit, coordination between the two audits; Risk management - Meaning, Measures for risk management.

Market Risk Management: Market risk, Types of market risk, Calculation of Market risk exposures; Market risk and Norms; Value-at-Risk (VaR) Methodology – Factors affecting VaR, Statistical Issues in VaR computation; Foreign Exchange risk exposure — Sources of Foreign exchange exposure risk, Foreign Asset and Liability Positions, Interaction of Interest Rate, Inflation and Exchange Rates, Hedging Market risk; Dynamic Hedging Strategies.

Unit II: Treasury Risk Management: Role of treasury function; Types of treasury risks – Interest rate risk, Commodity price risk, Foreign exchange risk; Interest Rate Risk Management - Analysis of Interest Rate Risk, Concepts of Term Structure of Interest Rates and Yield Curve, Inseparability of Interest Rate Risk and Credit Risk, Interest Rate Risk Safety Zone; Measuring Interest Rate Risk – Gap Analysis; Asset – Liability Repricing and Repricing risk, Duration and Convexity; Simulation Models – Interest Rate Risk Measurement; Interest Rate Risk Immunization, Yield Curve Smoothing, Interest Rate Derivatives. Use of financial derivatives to hedge interest rate risk; Foreign Exchange Exposure and Risk - Exchange rate determination, Exchange rate forecasting; Foreign currency market operations; Hedging currency risk - Foreign exchange derivatives – Forwards, Futures, Options and Swaps contracts; Management of transaction, translation and economic exposures; Foreign Exchange Risk Management - Introduction, Need, Objectives of Risk Management, Techniques of Risk Management, Accounting Treatment of Financial Derivatives; Hedge Accounting: Cash flow hedge and Fair value hedge



Unit III: Management of Operational and Off-Balance Sheet Risks: Off Balance Sheet Risk Exposures – Loan Commitments, Commercial Letters of Credit and Letters of Undertaking, Derivatives, Bank Guarantees and Deposit Insurance; Nature of Off-Balance Sheet Risks; Operational Risks - Sources of Operational Risk, Measurement of Operational Risk, Operational Risk and Norms, Mitigating Operational Risk; Sovereign Risk - Sovereign Risk Events, Debt Repudiation versus Debt Rescheduling, Evaluation of Sovereign Risk, Mechanisms for dealing with Sovereign Risk Exposures, Debt for Equity Swaps.

Unit IV: Management of Cyber Risk: Cyber Crimes - Introduction, Computer crime and cybercrimes; Distinction between cybercrime and conventional crimes; Kinds of cybercrimes - cyber stalking, cyber terrorism, Forgery and fraud, Crimes related to IPRs, Computer vandalism; Cyber forensic - Definitions under IT Act, 2000 Contemporary Business Issues in Cyber Space; Management of risk in - Internet, Web Centric Business, E Business, Electronic Governance, Instant messaging platforms, Social networking sites and mobile applications, Security risks, Cyber jurisdiction, Domain name dispute and their resolution, E-forms; E-Money, Regulations of Pre-Payment Instruments (PPI), Electronic Money Transfer, Privacy of Data and Secure Ways of Operation in Cyber Space.

Cyber Laws: Need for cyber laws, International scenario of cyber laws; Law relating to cyber-crimes, hacking, web vandals, cyber fraud and cheating, e-mail spamming, cyber pornography, inappropriate web linking practices, international libel laws and liability of ISPs cyber squatter, domain name disputes, copy right protection in cyber world, software piracy, software patents, taxation issues in e-commerce; Protection to cyber consumer in India; the Information Technology Act 2000, Objectives, Salient features, Definitions, Provisions regarding Digital signature, Authentication of electronic records. Electronic governance, Attribution, Acknowledgment and dispatch of electronic records, Secure electronic records and Secure digital signatures, Regulation of certifying authorities, Digital signature certificates, Duties of subscribers, Penalties and adjudication, Appellate tribunal, offences.

Unit V: Risk Management in Banking and Insurance Sectors:

Risk Management in Banks: Nature of risk - Credit risk, Liquidity risk, Interest rate risk, Market risk, Off balance sheet risk, Currency risk, Operational risk. Risk measurement and risk management; Credit Risk Management - Credit risk exposures, Types of credit risk, Credit events, Credit quality Problems and Credit rating; Credit Risk Measurement Models – Merton’s Model; Credit Risk Measurement and Basel Norms; Managing Credit Risk - Credit Derivatives and Securitization; Asset Liability Management - Concept, Role of Asset Liability Management in managing Interest rate risk and Liquidity risk, the RBI guidelines; Liquidity Risk Management - Liability-side and Asset-side Liquidity Risk, Types of Liquidity Risk, Risk events, Inter-linkage between Liquidity Risk and Credit Risk, Measuring Liquidity Risk, Managing Liquidity Risk – Choice of Liability Structure and Arrangement of Line of Credit.

Risk Management in Insurance: Legal aspects of insurance contract, Loss assessment and Loss control, Control of malpractices and Mis-selling, Exclusion of perils, Actuaries, Computation of insurance premium, Risk in claim investigation system and Claim settlement system.

Course Exit Learning Outcomes:

Upon the completion of this course, the student should be able to demonstrate:

□ *Integrated knowledge of and engagement in risk management and critical understanding and application of relevant risk management frameworks, methods and techniques relevant to the field of risk management.*



- *Advance ability to effectively apply risk management methods and techniques with a view to manage risk within an organisation.*
- *Critical analysis of alternative approaches to managing the risks within an organisation and the ability to offer value-driven and logical arguments for judgement.*
- *Ability to identify, demarcate, analyse, and effectively address complex issues related to risk management within an organisation and apply the same in practice.*
- *Critical understanding of risk management strategies of an organisation, including the use of general strategies of risk identification and management in order to establish and monitor appropriate systems of internal control.*

Suggested Readings:

1. Ahmad, F. *Cyber law in India*. Pioneer Books and New Era Law Publication
2. Bakshi and Suri. *Cyber and E- commerce Law*. Bharta Publishing House, New Delhi.
3. George, E, Rejda. *Principles of Risk Management and Insurance*. Pearson Education
4. Greenstein & Feinman. *Electronic Commerce- Security, Risk Management and Control*. Tata McGraw Hill.
5. Gupta. P.K. *Insurance and Risk Management*. Himalaya Publishing House
6. Joseph, P. *E-commerce*. Prentice Hall India.
7. Khan, M. Y. *Financial Services*. Mc Graw Hill Education.
8. National Insurance Academy. *General Insurance Business Operations and Decision Making*. Cengage Learning.
9. Murthy, C.S.V. *E-commerce*. Himalaya Publishing House
10. Pathak, Bharati. *Indian Financial System*. Pearson Education.
11. Peter, Borscheid and Niels, Viggo Haueter. *World Insurance*. Oxford University Press.
12. Senn, J.A. *Information Technology in Business*. Prentice Hall.
13. Sharma J. P. and Kanojia, S. E. *Business and Cyber Laws*. Bharat Law house Pvt Ltd, New Delhi.
14. Sharma, Renuka and Mehta, Kiran. *Insurance*. Cengage Learning.
14. Sharma, V. *Hand Book of Cyber Laws*. Macmillan Publication.
15. Vaughan, E.J. and Vaughan, T. *Fundamental of Risk and Insurance*. Wiley & Sons.

Note: Latest edition of text books may be used.



AUDITING SPECIALISATION

PAPER MAcctg11.05Au - STANDARDS ON AUDIT

Course Objectives:

This course aims to:

- Develop deeper understanding and create awareness and sensitivity of the students about the standards on Audit.*
- Develop expertise among the students for compliance with the requirements of standards on audit.*

Course Contents

Unit I: General Principles and Responsibilities: 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; 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; SA 250 Consideration of Laws and Regulations in an Audit of Financial Statements; SA 260 (Revised) Communication with those Charged with Governance; SA 265 Communicating Deficiencies in Internal Control to those Charged with Governance and Management; SA 299 Responsibility of Joint Auditors; SA 300 Planning an Audit of Financial Statements; SA 315 Identifying and Assessing the Risks of Material Misstatement through Understanding the Entity and Its Environment; SA 320 Materiality in Planning and Performing an Audit; SA 330 The Auditor's Responses to Assessed Risks; SA 402 Audit Considerations Relating to an Entity Using a Service Organisation; SA 450 Evaluation of Misstatements Identified during the Audit.

Unit II: Audit Evidence: SA 500 Audit Evidence Estimates and Related Disclosures; SA 501 Audit Evidence – Specific Considerations for Selected Items; SA 505 External Confirmations; SA 510 Initial Audit Engagements—Opening Balances; SA 520 Analytical Procedures; SA 530 Audit Sampling; SA 540 Auditing Accounting Estimates including Fair Value Accounting Estimates and Related Disclosures; SA 550 Related Parties; SA 560 Subsequent Events; SA 570 (Revised) Going Concern; 26. SA 580 Written Representations.

Unit III: Using Work of Others: SA 600 Using the Work of Another Auditor; SA 610 (Revised) Using the Work of Internal Auditors Information in Documents Containing Audited Financial Statements; SA 620 Using the Work of an Auditor's Expert.

Unit IV: Reporting: SA 700 Forming an Opinion and Reporting on Financial Statements; SA 705 Modifications to the Opinion in the Independent Auditor's Report; SA 706 Emphasis of Matter Paragraphs and Other Matter Paragraphs in the Independent Auditor's Report; SA 710 Comparative Information – Corresponding Figures and Comparative Financial Statements; 34. 720 The Auditor's Responsibility in Relation to Other Information in Documents Containing Audited Financial Statements.

Unit V: Audit in Specialised Areas: SA 800 Special Considerations-Audits of Financial Statements Prepared in Accordance with Special Purpose Frameworks; SA 805 Special



Considerations-Audits of Single Financial Statements and Specific Elements, Accounts or Items of a Financial Statement; SA 810 Engagements to Report on Summary Financial Statements.

Course Exit Learning Outcomes:

After completion of this curriculum the student will be able to demonstrate:

- Understanding, awareness and sensitivity towards the standards on Audit.*
- Ability to ensure compliance with the standards on audit*
- Competence and expertise in the area of effective audit.*

Suggested Readings:

1. Collings, Steve. (2018). *A Practical Guide to Accounting and Auditing Standards*. Bloombury Professional
2. MacLochlainn, Niall, Dunlea, Aidan. (1995). *Auditing Standards: A Quick Reference*. OAK Tree Press
3. Willborn, Walter. (1993). *Audit Standards: A Comparative Analysis*. ASQ

Note: Latest edition of text books may be used.



PAPER MAcctg11.06Au - INFORMATION SYSTEMS AUDIT

Course Objectives:

This course aims to

- Develop understanding of the students about the information system and the information system audit.*
- Develop ability and expertise among the students for information system audit.*

Course Contents:

Unit I: Information Systems: Need, Scope, Auditing software, Information Technology for business – Role and functions; General controls, Logical Access controls, Physical and Environmental Security, Data Backup and Recovery, Network Security, Information Technology Application Control: Computer Assisted Audit – Audit requirements, Audit planning, Audit quality assurance; Audit methodology – Pre-Audit activities, Sampling, Evidence gathering, Audit observations, Audit Report; Information Systems Auditor - Role and Competence.

Unit II: Information Systems Audit: Information Systems Audit Process – Interviewing Key-personnel, Testing Information system controls, Customer satisfaction surveys, Assignment performance surveys, Review of documents, Documentation of observations, Audit Report, Follow up activities.

Unit III: Business Continuity Management Audit: Business Continuity Management Activities, Audit Scope, Policy and Procedures, Establish Audit Objectives, Data Centre Documentation, Risk Assessment, Business Assessment Analysis, Training, Maintenance, Review of Documents, Recording Observations, Audit Report.

Unit IV: Data Centre Audit: Backup Procedures, Security Environment, Security Procedures, Data Centre Policies and Procedures, Data Centre Personnel, Data Centre Equipment; Data Centre Audit, Audit Process; Review of Documents, Interview with Key Personnel, Recording Observations, Audit Report.

Unit V: E Commerce Audit: Types of E Commerce, Risk in E Commerce, Electronic Payment Systems, Risk in Payment Systems, Frauds in E Commerce; E Commerce Audit Approach– Evaluation of Business Aspects, Risk Assessment, Identification and Authentication of System and records, Data Validation and Authentication, Data Storage Integrity, Compliance with Regulations and Best Practices, Third Party Services, Audit Report.

Course Exit Learning Outcomes:

After completion of this curriculum the student will be able to demonstrate:

- Understanding of the role and function of the information system in business operations.*
- Competence and expertise in the area of information system audit.*
- Ability to undertake effective information system audit.*

Suggested Readings:



1. Gibson, Darril. (). *Managing Risk in Information Systems*. Jones & Bartlett Learning.
2. Hall, James A. (2015). *Information Technology Auditing*. Cengage Learning
3. Isaca. (2015). *Security Audit and Control Features SAP ERP*. Isaca.
4. Kegerreis, Mike Shiller, and Mike Davs, Chris. (2019). *IT Auditing Using Controls to Protect Information Assets*. Jones & Bartlett Learning.
5. Musaji, Yusufali F. (2002). *Integrated Auditing and ERP System*. Wiley
6. Natan, Ron Ben (2005). *Implementing Data Base Security and Auditing*. Elsevier Digital Press.
7. Skalk, Steven L. Golden, Thomas W. and Clayton, Mona M. (2011). *A Guide to Forensic Accounting Investigation*.
8. Weiss, Martin Solomon, Michael G. (2010). *Auditing IT Infrastructures for Compliance*.
9. ICAI (2009). *Technical Guide on Information Systems Audit*. Sahitya Bhawan Publications, Agra

Note: Latest edition of text books may be used.

**SEMESTER II**

| Courses | | No. of Credits | Max Marks | Teaching Hours | Tutorial Hours | Practical Hours | Total Hours |
|--------------------------------------|-----|----------------|-----------|----------------|----------------|-----------------|-------------|
| 1. Contemporary Issues in Accounting | CC | 4 | 100 | 36 | 12 | 18 | 64 |
| 2. Research Report (Thesis) | SEC | 20 | 500 | 12 | 24 | 284 | 320 |
| Total | | 24 | 600 | | | | 384 |

PAPER - MAcctg12.01. CONTEMPORARY ISSUES IN ACCOUNTING**Course Contents:**

The Department shall select before launching of the batch of students, 6 contemporary issues in Accounting from Indian and International research journals and the presentations made at the Indian (IAA and IAARF), Conferences and International (AAA, IAERF, IFAR, IIAER, Accounting Historians) Conferences, identify 2 high quality research papers on each issue ($2 \times 2 = 4$ Indian and $4 \times 2 = 8$ International) total 12 Research papers on 6 Contemporary Issues in Accounting that comprehensively explore each identified issue in Accounting and the Departmental Committee shall approve the same.

The students shall be required to review each of the research paper. The reviews shall be presented and discussed at a seminar organised by the Department for this purpose.

Questions shall be set at the semester examination to test the knowledge and understanding of the students on the identified, reviewed and discussed contemporary issues in Accounting.



PAPER MAcctg12.02. RESEARCH REPORT (THESIS)

Course Contents:

For the Research Report in Accounting the students shall first select a research problem from his specialization, prepare a synopsis and after approval of the Research Problem by the Departmental Research Committee shall undertake research under a supervisor allocated by the Department.

Through the guided development of research, the student shall learn to identify a research problem, set research objectives, formulate research questions, undertake review of literature, develop research instruments and serve them to selected target respondents, collect and analyse the data, learn citations and referencing as per the Protocol, and develop the research report using sustained argument linking theory and evidence.

For monitoring the progress of research work, the candidate may be required to make monthly presentations before the Departmental Research Committee.

The Dissertation shall be evaluated as per the University Regulations.

Exit Learning Outcomes of Qualification:

Upon the completion of this qualification, the student should be able to demonstrate:

- Contemporary higher-level knowledge and competence in the fields of Financial Accounting, Cost Accounting, Management Accounting, Taxation, Auditing and Assurance and Finance.*
- Integrated knowledge of the research process – the skill to plan a research project, undertake literature review and empirical analysis, undertake interpretation of the results and come to conclusions.*
- Competency in identifying research problem, identify research objectives, research questions, undertake review of literature, methodology of data collection, data analysis using statistical and econometric methods and technology to analyse the data, interpreting the results and presenting the findings in the form of a written research report.*
- Acceptable behaviour within the academic environment, inclusive of adherence to the requirements of rules on plagiarism and copyright, and the ability to interact and collaborate effectively with others whilst taking co-responsibility for his/her own learning and research progress.*
- Capability to groom and develop competent researchers capable of contributing to the advancement of knowledge in the field of Accounting.*
- Capabilities to groom researchers in order to ensure that the research leadership and scholarly activity in Accounting is widened in the country.*



MASTER OF ACCOUNTING (2 YEARS)

1. Prerequisite for admission: A Bachelor degree of three years in any discipline.

2. Bridge Course: A student with Bachelor degree of three years from disciplines other than Accounting (Bachelor of Accounting) and Commerce (Bachelor of Commerce) registering for Master of Accounting (2 years) degree shall be required to offer and qualify at the Bridge Course by the end of second semester of the master degree.

Bridge Course Credits: The student shall earn credits on qualifying at the Bridge Course.

Bridge Course Marks Sheet and Certificate: A separate Marks Sheet and Certificate shall be given the candidate on qualifying at Bridge Course.

3. Continuous assessment: As per the UGC Guidelines Continuous Assessment in all Courses shall be of 30% marks and Annual/Semester end Examination of 70% marks. The breakup of the Continuous Assessment 30% marks shall be, Record -10 marks, Tests – 10 Marks, Presentation/Group Discussion/Seminar – 5 marks and Attendance – 5 Marks.

Objective of the Qualification:

The objective of this qualification is to:

- Expose the student to contemporary higher-level knowledge in the fields of Financial Accounting, Cost Accounting, Management Accounting, Taxation, Auditing and Assurance and Finance.
- Develop research capability and provide the country with a significant number of researchers in accounting in order to ensure research leadership and scholarly activity is widened.
- Facilitate migration of students with Bachelor degree in other discipline having interest in to accounting by providing essential knowledge of accounting through a bridge course.

Classification of Courses of Study

| Semester | Core Courses (CC) | Ability Enhancement Compulsory Courses (AECC) | Skill Enhancement Courses (SEC) | Discipline Specific Elective Courses (DSE) | GE |
|---------------|------------------------------|---|---------------------------------|--|----|
| Bridge Course | S1, S2, S3, S4. | | | | |
| I | 21.04, 21.05 | | 21.01, 21.03 | 21.02, 21.06 | |
| II | 22.01 | | 22.02, 22.03 | | |
| III | 23.01, 23.02 23.03, 23.04 | -- | -- | A23.05, A23.06 B23.05, B23.06 C23.05, C23.06 D23.05, D23.06 E23.05, D23.06 | -- |
| IV | 24.01 | | 24.02 | -- | -- |

I SEMESTER

| Courses | | No. of Credits | Max Marks | Teaching Hours | Tutorial Hours | Practical Hours | Total Hours |
|--|-----|----------------|------------|----------------|----------------|-----------------|-------------|
| 1. Research Methodology | SEC | 4 | 100 | 40 | 10 | 14 | 64 |
| 2. Business Analytics | DSE | 4 | 100 | 44 | 10 | 10 | 64 |
| 3. Innovations in Technology for Accounting and Finance* | SEC | 4 | 100 | 10 | 4 | 50 | 64 |
| 4. Government Accounting | CC | 4 | 100 | 30 | 10 | 24 | 64 |
| 5. Auditing, Assurance and standards | CC | 4 | 100 | 40 | 10 | 14 | 64 |
| 6. Security Analysis and Portfolio Management | DSE | 4 | 100 | 30 | 10 | 24 | 64 |
| Total | | 24 | 600 | 194 | 54 | 136 | 384 |

Note: *Course MAcctg2.1.03 Innovations in Technology for Accounting and Finance is a 100% practical courses. Teaching and Continuous Assessment (CA) of this course shall be undertaken in the Accounting Laboratory and the Final Examination also shall be conducted by an external examiner and an internal examiner in the Accounting Laboratory.

PAPER BAacctg21.01 - RESEARCH METHODOLOGY

Course Objectives:

The objectives of the course are to:

- Provide understanding of concepts, tools and techniques of carrying out business research.
- Enable the student to do independent research/ consultancy projects in future.

Course Contents:

Unit I: Research: Meaning, Characteristics, Objectives, Motivation in Research, Types, Methods, Significance, Process, Approaches, Criteria of Good Research. Concept of Theory, Empiricism, Deductive and Inductive Theory. Research Standards, Research Ethics, Code of Ethics for Researchers.

Unit II: Research Problem and Research Design: Selection of Problem of Research, Research Problems in Social Sciences, Components and Sources of Research Problem, Definition and Evaluation of Research Problem, Techniques for Defining Research Problem.

Review of Literature: Need, Purpose and Making Notes on Literature Reviewed, Research Gap Identification. Sources of Research Papers and other published works, Search engines and use of keywords, Systematic Review, Methods of Review of Literature. Use of software like NVivo for Review of Literature.



Research Design: Meaning, Need & Importance, Features of Good Research Design, Types of Research Design – Concept, Pros & Cons. Qualitative, Quantitative and Mixed Research Designs, Types of Sampling Design, Variables in Research: Introduction, Meaning, Types.

Unit III: Measurement and Scaling: Scales of Measurement, Types of Data Measurement Scales, Techniques of Data Scaling, Goodness of Measurement Scales, Deciding the Scale; Development of Research Instruments – Questionnaires and Schedules, Testing the Research Instruments; Reliability and Validity Tests, Testing the Reliability using Cronbach's Alpha.

Unit IV: Sampling: Introduction to Sampling: Concepts of Population, Sample, Sampling Frame, Sampling Error, Sample Size, Characteristics of a good sample, Types of Sampling - Probability and Non-Probability, Determining Size of the Sample, Sample v/s Census Method of Data Collection.

Collection of Data: Primary and Secondary data; Collection of Primary Data: Methods of Data Collection - Field Survey, Observations, Experimentation; Identification and Selection of Respondents, Serving the Instruments and Collection of Instruments; Secondary data: Sources, Identification and Selection of Source; Databases as Source of Secondary Data.

Content Analysis: Content, Process of Content Analysis, Word count etc., Use of NVivo.

Data Processing: Field work validation, Editing, Coding, Classification and Tabulation of data.

Unit V: Data Analysis: Univariate, Bivariate and Multivariate Data; Analysis of Univariate data using descriptive Statistical Measures; Use of Charts and Graphs.

Testing Significance of Results: Level of Significance, one sample z test, one sample t test, one sample Kolmogorov Smirnov test.

Testing of Hypotheses: Concept, Meaning, Types; Steps in Testing the Hypothesis, Error in Hypothesis Testing - Type I and Type II Errors, P – Value Approach.

Use of Software for Data Analysis and Testing the Significance of Results: Use of Research Software like SPSS, AMOS, GRATL, Smart PLS, NVivo, Zotero/Mendeley, etc.

Report Writing: Types of Reports, Footnotes and Endnotes, Reference List and Bibliography, Use of Citations and References; APA Style. Plagiarism, Software for detection of plagiarism; Problems encountered by Researchers in India.

Course Exit Learning Outcomes:

On successful completion of the course, the Students will be able to

- Develop thorough understanding of the fundamental theoretical ideas and logic of research and Research Standards and Research Ethics.*
- Propose a research study and justify the theory as well as the methodological decisions.*
- Formulate hypothesis and test the hypothesis.*
- Use the statistical tools and software packages in research*
- Acquire the skill in drafting research report.*

**Suggested Readings:**

1. Bajpai, Naval. *Business Research Methods*. Pearson.
2. Bhandarkar, P. L. & Wilkinson, T.S. *Methodology and Techniques of Social Research*. Himalaya Publishing House.
3. Bryman, Alan & Emma Bell. *Business Research Methods*. Oxford University Press – India Edition.
4. Collis, Jill & Hussey, Roger. *Business Research: A Practical Guide for Undergraduates & Postgraduates*. Palgrave Macmillan – India.
5. Cooper and Pamela. *Business Research Methods*. Tata Mc Graw Hill.
6. Kothari, C. R. *Research Methodology: Methods and Techniques*. New Age International Publishers.
7. Krishnaswamy O.R. and Ranganatham, M. *Methodology of Research in Social Sciences*. Himalaya Publishing House.
8. Kumar, Ranjit. *Research Methodology – A Step-by-Step Guide for Beginners*. Pearson Education.
9. Mohan, S. and Elangovan, R. *Research Methodology in Commerce*. Deep and Deep Publications Pvt Ltd., New Delhi.
10. Panneerselvam, R. *Research Methodology*. PHI Learning Pvt Ltd., New Delhi.
11. Sekaran, Uma. *Research Methods for Business*. Wiley India, New Delhi.
12. Sharma, K. R. *Research Methods*. Atlantic Publishers, New Delhi
13. Zikmund. William G. *Business Research Methods*. Cengage Learning.

Note: Latest edition of text books may be used.



PAPER MAcctg21.02 - BUSINESS ANALYTICS

Course Objectives:

The aim of this course is to:

- Develop the understanding of the students on importance of analytics in business*
- Provide understanding to the students of the applications of various tools and techniques to evaluate the performance by generating reports.*

Course Contents:

Unit I: Introduction to Analytics: Introduction, Meaning & Definition, Characteristics, Applications of Analytics, Meaning of Business Analytics, SWOC of Analytics, Importance of Analytics, Tools & Techniques of Analytics, Functions of Analytics, Reports in Analytics, Relevance of Analytics in Business, List of Software for Business Analytics.

Unit II: Finance Analytics: Introduction, Meaning & Definition, Characteristics, Objectives, Importance, Functions, Critical Financial Analytics, Risk based Pricing, Fraud Detection and Prediction, Recovery Management, Loss Forecasting, Risk Profiling, Portfolio Stress Testing, Potential Application of Analytics in Finance Department, Relevance of Financial Analytics in Business, List of Software's for Finance Analytics.

Unit III: Marketing Analytics: Introduction, Meaning & Definition, Characteristics, Objectives, Importance, Functions, Types of Marketing Analytics, Buying Pattern Behaviour Analysis, Analysis of Trends, Identification of Target Audience, Advertising Techniques, Forecasting Demand & Supply, Segmentation, Marketing Mix Optimization, Competitor Analysis, Channel Analysis, Sales Performance Analysis, Campaign Analysis, Sales Pipeline Reporting, Use of Google Analytics in Marketing, Social Media and its relevance on Marketing Analytics, Potential Application of Analytics in Marketing Department, List of Software's for Marketing Analytics.

Unit IV: CRM Analytics: Introduction, Meaning & Definition, Characteristics, Objectives, Importance, Functions, Types of Customer Analytics, Role of Analytics in CRM, Purchasing Pattern Analysis, Life Style of Customers, Loyalty Analytics, Customer Life Time Value, Propensity Analytics, Churn Analytics, Customer Segmentation, Cross- Sell or Upsell Models, Analytics and Innovation, Potential Application of Analytics in CRM, Relevance of CRM Analytics in Business, List of Software's for CRM Analytics.

Unit V: H. R. Analytics: Introduction, Meaning & Definition, Features, Objectives, Importance, Functions, Types of HR Analytics, Employee Performance Evaluation, Employee Attrition Rate, Recruitment Analytics, Compensation Analytics, Talent Analytics, Training Analytics, Workforce Analytics, Role of Analytics in HRD as a whole, Potential Application of Analytics in HR Department Relevance of HR Analytics in Business, List of Software's for HR Analytics.

Course Exit Learning Outcomes:

On successful completion of the course, the Students will be able to



- Evaluate the key concepts of business analytics.
- Outline the relationship of the business analytics process within the organisation's decision-making process.
- Examine and apply appropriate business analytic techniques and methods

Suggested Readings:

1. Acharya, Seema Chellappan, Subhasini. *Big Data Analytics*. Wiley.
2. Berthold, Michael Hand, David J. *Intelligent Data Analysis*. Springer.
3. Franks, Bill. *Taming the Big Data Tidal Wave: Finding Opportunities in Huge Data*
4. Mineli, Michael Michele Chambers, Ambiga Dhiraj. *Big Data, Big Analytics: Streams with Advanced Analytics*. John Wiley & sons.
5. Myat, Glen J. *Making Sense of Data*. John Wiley & Sons.
6. Liebowitz, Jay. *Big Data and Business Analytics*. Auerbach Publications, CRC Press
7. Plunkett, Tom Mark Hornick. *Using R to Unlock the Value of Big Data: Big Data*
8. Rajaraman, Anand and Jeffrey David Ulman. *Mining of Massive Datasets*. Cambridge University Press.
9. Sathi, Arvind. *Big Data Analytics: Disruptive Technologies for Changing the Game*. MC Press.
10. Warden, Pete. *Big Data Glossary*. O'Reily.
11. *Analytics with Oracle R Enterprise and Oracle R Connector for Hadoop*. McGraw-Hill/Osborne Media, Oracle Press.
12. *Emerging Business Intelligence and Analytic Trends for Today's Businesses*. Wiley Publications.

Note: Latest edition of text books may be used.



PAPER MAcctg21.03 - INNOVATIONS IN TECHNOLOGY FOR ACCOUNTING AND FINANCE

Course Objectives:

The objective of this course is to:

- Provide understand to the students of the new innovative accounting practices and their impact on the business organization.*

Course Contents:

Unit I: Cloud Based Accounting: Introduction, concept of cloud, reasons for using cloud services, importance, working of Cloud Computing software, drawbacks.

Unit II: Block Chain Technology in Accounting: meaning Block chain process, Block chain beyond bit coin, Implications of Block chain, Big data Privacy & personal data, Profiting from Block chain technology, limitations and challenges, the future of block chain.

Unit III: Bit coin and other Crypto Currencies: Introducing cryptocurrency, Evolution and potential impact of Bit coin and block chain, in global business cryptocurrency exchanges, store and secure cryptocurrency, pros and cons of cryptocurrency, impact of cryptocurrency on financial system, Future of Cryptocurrency.

Unit IV: Artificial Intelligence, Machine Learning and Robotic Software: Artificial Intelligence: Meaning, Philosophy, goals, types of AI, AI Technique, Applications; Machine Learning: concept, Importance of ML, types of ML, How ML Works, Advantages and Disadvantages; Robotic Accounting: Meaning, Best Robotic Process Automation (RPA) Software, Financial and operational benefits.

Unit V: Fintech: Meaning, its application in personal finance, crowdfunding and business financing, payments and retail transactions, equity trading and investment. Different financial technologies, payment instruments used in contemporary payment methods including complex digital platforms in the payment process, future of fintech.

Course Exit Learning Outcomes:

After completing the course, the student will be able to

- Identify and Evaluate the loopholes in the accounting practices*
- Understand and Explore the cloud accounting requirement for Business.*
 - Understand the how AI, ML and RPA adoption in business and accounting*
- Understand how Block chain and Digital Currency technology works.*
- Understand and apply fintech in different context.*

**Suggested Readings:**

1. Charniak. *Introduction to Artificial Intelligence*. Pearson.
2. Jain, Parikshit. *A Practical Guide to Blockchain and its Application*. Bloomsbury Professional India.
3. Lam, Greg. *The Online Accounting Software Guide - An In-depth Analysis of Today's Leading Cloud*.
4. Lam, Greg. *Accounting Applications, Diversified Business Communications*.
5. Michaela, Rankin, Patricia Stanton, Susan McGowan, Kimberly Ferlauto. *Contemporary Issues in Accounting*. Wiley publication, 2nd Edition
6. *The Accounting Review*- Journals
7. *The Management Accountant* Journals (Archives) from 2010 to 2020, all issues.

Note: Any other latest edition of Reference/Text book can be included.

Note: Course MAcctg2.1.03 Innovations in Technology for Accounting and Finance is 100% practical courses. Teaching and Continuous Assessment (CA) of this course shall be undertaken in the Accounting Laboratory and the Final Examination also shall be conducted by an external examiner and an internal examiner in the Accounting Laboratory.



PAPER MAcctg21.04 - GOVERNMENT ACCOUNTING

Course Objectives:

This course aims to:

- Expose the students to accounting, reporting and audit of government departments.*

Course Contents:

Unit I: Design and Organisation of Government Accounting System: Basis of Government Accounting -- Cash Accounting, Accrual Accounting, Comparison between Cash based system of accounting and accrual system of accounts, Benefits of switch over. Global trends, Users of government account, Accounting arrangements and authorities in State and Central Governments, Government Accounting Standards Advisory Board (GASAB) – Role and functions; Approved formats of accounts for Panchayati Raj Institutions and Local Bodies, Inter-state & center to state transactions, Principles of Recognition, Measurement Classification and Disclosure, Receipt and credit into Government Accounts, Withdrawal from Government Account Section-I & III, Maintenance of Deposits.

Unit II: Maintenance of Initial Accounts by Drawing and Disbursing Officers (DDO): Initial records and accounts relating to receipts and disbursements by DDOs, Preparation of Cash Book, Journal and Ledger, Reconciliation of accounts with, Treasury/ Pay and Accounts Office (PAO) by DDOs, Treasury Accounting System including State PAO Accounting System , Process of passing bills in Treasury/State PAO , Voucher, Challans, Schedule of Receipts and, Payments, List of Payment and Cash Accounts, Daily Accounting in treasury/State PAO, AC/DC bills, Nil Bills

Unit III: Compilation of Monthly Civil Accounts by Accountant General: Compilation and preparation of Monthly Civil Accounts, Compilation of treasury accounts, preparation of Classified Abstract, Consolidated Abstract, Detail Books, Consolidated monthly accounts of Public Works and Forest Divisions, Inter-government and Inter-departmental transactions and their adjustments, Corrections in accounts- Transfer Entries, Combined Transfer Entries, ledger, Accounting of liabilities: Public Debt, Other liabilities, Treasury bills, Accounting of Reserve Fund, Deposit and Investments, Accounting of Suspense and Remittance Heads, Preparation of Disburser's Account and Monthly Civil Account, Detailed Loan Accounting, Provident Fund Accounting with particular reference to pitfalls in accounting.

Unit IV: Compilation of Annual Accounts: Appropriation Accounts, Finance Accounts and Combined Finance and Revenue Accounts, Contents of annual accounts, Preparation and submission of annual accounts. Summary of Finance Accounts, Interpretation and utility of various statements in Finance Accounts, Interpretation and utility of Government Accounts, Report on State Finances, Summarised Financial Position of the State, Abstract of receipts and disbursements, Sources and Application of funds, Input for fiscal management Allocation of resources and effective use of resources, Input for budget preparation and monitoring.

Unit V: Quality Assurance Procedures: Checks against errors and misstatements, Reconciliation between Accountant General and Controlling Officers, Maintenance and review of



Broadsheets, Analysis and clearance of suspense and remittance heads, Internal Test Audit (ITA), Control Accounts for verification and exclusion checks, Classified Abstracts (DDR portion and Proof Sheet), Detail Books and Disburser's Account, Journal, Reconciliation of differences under Reserve Bank Deposits in figures as per Government accounts and those communicated by Central Accounts Section RBI, Checks related to timeliness, completeness and overall reliability, Trial Balance, Review of Balances, Exclusions of Treasury and Divisional accounts, Review against schedule of preparation, Reconciliation between Finance and Appropriation Accounts.

Course Exit Learning Outcomes:

After completing the course, the student will be able to:

- Understand the structure of Government accounting system.*
- Learn how to maintain books of accounts of State and central govt books.*
- Prepare the different set of books of accounts as per Accounting principles.*
- Understand the process of setting accounting for government entities.*
- Learn to maintain the reliability and true and fair view of books of accounts.*

Suggestive Readings:

- 1. Account Code for Accountants General.*
- 2. Central Government Account (Receipt and Payment) Rules, 1983*
- 3. Central Public Works Accounting Code.*
- 4. Current Finance and Appropriation Accounts of Union Government.*
- 5. Government Accounting Rules, 1990.*
- 6. Government of India Budget.*

Note: Any other latest edition of Reference/Text book can be included.



PAPER MAcctg21.05 - AUDITING, ASSURANCE AND STANDARDS

Course Objectives:

This course aims to:

- Provide the knowledge of the concepts in auditing, auditing procedures, techniques and skills in preparing the audit report.*

Course Contents:

Unit I: Nature, Objective and Scope of Audit: Auditing Concepts: Nature, objective and scope of Audit; Relationship of auditing with other disciplines; Standard Setting Process: Overview, Standard-setting process, Generally accepted auditing standards (GAAS), Auditing and Assurance Standards Board (AASB); Standards on Auditing, Guidance Note(s) issued by the ICAI; Engagement Standards: Qualities of Auditor, Elements of System of Quality Control; Ethical requirements relating to an audit of financial statements; Inherent Limitations of an audit.

Unit II: Audit Strategy, Audit Planning and Audit Programme: Audit Strategy; Audit planning; Planning an Audit of Financial Statement; Audit Programme; Development of Audit Plan and Programme, Control of quality of audit work - Delegation and supervision of audit work; Materiality and Audit Plan; Revision of Materiality; Documenting the Materiality; Performance Materiality

Unit III: Audit Documentation and Audit Evidence: Concept of Audit Documentation; Nature & Purpose of Audit Documentation; Form, Content & Extent of Audit Documentation; Completion Memorandum; Ownership and custody of Audit Documentation; Audit procedures for obtaining audit evidence; Sources of evidence; Relevance and Reliability of audit evidence; Sufficient appropriate audit evidence, Evaluation of Audit Evidence; Audit procedure to identify litigation & claims.

Unit IV: Risk Assessment and Internal Control: Audit Risk, Identifying and Assessing the Risk of Material Misstatement; Risk Assessment procedures; Understanding the entity and its environment; Internal control; Documenting the Risks; Evaluation of internal control system; Testing of Internal control; Internal Control and IT Environment; Materiality and audit risk; Internal audit, Basics of Standards on Internal Audit (SIAs) issued by the ICAI; Basics of Internal Financial Control and reporting requirements; Distinction between Internal Financial Control and Internal Control over Financial Reporting.

Unit V: Company Audit: Eligibility, Qualifications and Disqualifications of Auditors; Appointment of auditors; Removal of auditors; Remuneration of Auditors; Powers and duties of auditors; Branch audit; Joint audit; Reporting requirements under the Companies Act, 2013 including CARO; Other Important Provisions under the Companies Act, 2013 relating to Audit and Auditors and Rules made there under. Audit of consolidated financial statements, Audit of Banks, insurance companies and NBFC's Audit under fiscal laws.

Audit Report: Forming an opinion on the Financial Statements; Auditor's Report- basic elements; Types of Modified Opinion; Circumstances When a Modification to the Auditor's Opinion is Required Qualified, Adverse, Disclaimer of Opinion. Auditing in Automated



environment management & operational audit, due diligence, investigation & forensic audit, Peer reviewed and quality & review

Course Exit Learning Outcomes:

On successful completion of the course, the students will be able to

- Articulate knowledge of fundamental audit concepts*
- Demonstrate the use of Auditing, Assurance Standards and the Code of Ethics for professional Accountants.*
- Demonstrate the ability to undertake research on significant auditing issues and to keep up-to-date with developments in auditing theory and practice.*
- Able to learn the recent developments of auditing as per Companies Act 2013*
- Learn and understand the preparation of Audit report and its implications on the company performance.*

Suggested readings:

1. Devi, Usha et al. *Auditing*. VBH
2. Gupta, Kamal. *Practical Auditing*. Tata Mc Graw-Hill, New Delhi.
3. Gupta, Karnal. *Contemporary Auditing*. Tata Mc Graw-Hill, New Delhi.
4. Manjunatha J.M. et al. *Auditing and Assurance*. Himalaya Publishing House.
5. Pagare, Dinakar. *Practice of Auditing*, Sultan Chand & Sons
6. Ramaswamy, M.S. *Principles and Practice of Auditing*.
7. Sharma, T.R. *Auditing Principles and Problems*. Sahitya Bhawan, Agra.
8. Sharma, T.R. *Auditing*. Sahitya Bhavan, Agra.
9. Saxena, R.G. *Principles and Practice of Auditing*. Himalaya Publishing House.
10. Saxena, R.G. *Principles of Auditing*
11. Tandon, B.N. *Principles of Auditing*. S. Chand and Company, New Delhi.
12. Tandon, B.N. *Practical Auditing*. Sultan Chand & Sons.

Note: Latest edition of text books may be used.



PAPER MAcctg21.06 - SECURITY ANALYSIS & PORTFOLIO MANAGEMENT

Course Objectives:

This course aims to:

- Develop the knowledge of investing in stock market and building stock portfolio.*
- Provide basic introduction to portfolio theory.*
- Provide understanding of various portfolio modelling associated with risks.*

Course Contents:

Unit I: Introduction to Securities: Investment – Meaning & Definition, Types or Avenues of Investment, Investment v/s Gambling v/s Speculation v/s Arbitration v/s Hedging, Factors to be considered for Investment, Investment Policy, Risk and Return Analysis, Types of Risk Appetite, Types of Risks in Investment, Sources of Risk, Risk Measurement – Standard Deviation, Covariance, Beta, Correlation (problems), Legal framework and Regulatory cover for Investment in India.

Unit II: Security Analysis: Introduction to Fixed and Variable Income Securities, Equity Valuation Models, Fixed Income Securities Valuation Models: Bonds, Introduction to – Fundamental Analysis, Economic Analysis, Industry Analysis, Company Analysis, Technical Analysis – Modern Tools for Technical Analysis – Line, Point and Figure, Candlestick, Renko Chart, Heikin Ashi, etc. Price Patterns of Stock, Price Trends of Stock, Practical explanation on Technical Indicators used in Stock Market. Dow Theory & Efficient Market Hypothesis (EMH) – Meaning and Types.

Unit III: Introduction to Portfolio Management & Models: Meaning of Portfolio Management, Need, Objectives, Process, Selection of Securities, Harry Markowitz Optimum Portfolio Theory, Capital Asset Pricing Model, CML, SML, Beta Factor – Alpha and Beta Coefficient – Problems, Sharpe Single Index Model (Theory), Arbitrage Pricing Theory, Principle of Arbitrage, Arbitrage Portfolios; Two Factor and Multi Factor Models.

Unit IV: Portfolio Evaluation & Revision: Portfolio Evaluation Strategies – Sharpe Model – Jensen Model – Treynor Model and MM Model – Problems Portfolio Revision, Active and Passive Management, Formula Plans, Measure of Return, Risk Adjusted Measures of Performance Evaluation, Market Timing, Evaluation Criteria and Procedures. Recent development in strategies.

Unit V: Global Markets: Global Investment Benefits – Introduction to ADRs, GDRs, IDRs, Green Bond, Masala Bond, FCCBs, External Commercial Borrowings, Foreign Bonds, Global Mutual Funds – Relationship between Trends in Global Markets and the Domestic Markets, International Investing, International Funds Management, Emerging Opportunities.

Course Exit Learning Outcomes:

After completing the course, the student is able to

- Understood the process of investments.*



- Develop Insights into the valuation of securities.*
- Would have acquired fundamental and technical analysis of the diverse investment avenues.*
- Would have gained knowledge of the theories of Portfolio management and also the tools and techniques for efficient portfolio management.*
- Familiarise the students with the stock markets in India and abroad.*

Suggested Readings:

1. Alexander, Shampe and Bailey. *Fundamentals of Investments*. Prentice Hall of India
2. Bhat, S. *Security Analysis and Portfolio Management*. Excel Books New Delhi.
3. Brahmiah A. and Subba Rao, P. *Financial Futures and Options*. Himalaya Publishing House.
4. Chandra, Prasanna. *Security Analysis and Portfolio Management*. Tata McGraw Hill Publishing company, New Delhi.
5. Fischer, D. E., & Ronald J., J. *Security Analysis and Portfolio Management*. Prentice-Hall of India New Delhi.
6. Hangen: *Modern Investment Theory*. Pearson Education.
7. Kahn. *Technical Analysis – Plain and Simple*. Pearson Education.
8. Kevin, S. *Security Analysis and Portfolio Management*. PHI learning Pvt Ltd New Delhi.
9. Pandian, P. *Security Analysis and Portfolio Management*. Vikas Publishing House Pvt Ltd Noida.
10. Ranganatham, M. & Madhumathi, R. *Investment Analysis and Portfolio Management*. Pearson Education, New Delhi.

Note: Latest edition of reference/text books to be used.



BRIDGE COURSE

Bridge Course: A student with Bachelor degree of three years from disciplines other than Accounting (Bachelor of Accounting) and Commerce (Bachelor of Commerce) registering for Master of Accounting (2 years) degree shall be required to offer and qualify at the Bridge Course by the end of second semester of the master degree.

Bridge Course Credits: The student shall earn credits on qualifying at the Bridge Course.

Bridge Course Marks Sheet and Certificate: A separate Marks Sheet and Certificate shall be given the candidate on qualifying at Bridge Course.

| Subjects | | Credits | Max Marks | Teaching Hours | Tutorial Hours | Practical Hours | Total Hours |
|---------------------------------------|----|---------|-----------|----------------|----------------|-----------------|-------------|
| 1. Financial and Corporate Accounting | CC | 4 | 100 | 36 | 12 | 16 | 64 |
| 2. Cost and Management Accounting | CC | 4 | 100 | 36 | 12 | 16 | 64 |
| 3. Taxation | CC | 4 | 100 | 40 | 12 | 12 | 64 |
| 4. Auditing | CC | 4 | 100 | 48 | 12 | 4 | 64 |

PAPER MAcctg21.BC1: FINANCIAL AND CORPORATE ACCOUNTING

Course Objectives:

The course aims to:

- Make the students updated with basic knowledge of financial accounting including accounting for companies.*
- Develop the knowledge of the students of concepts of financial accounting, books of accounting, Indian Accounting Standards and preparing the financial statements.*

Course Contents:

Unit I: Financial Accounting: Meaning, definition, functions, objectives, advantages, limitations; Book-keeping, Accounting, Accountancy; Users of accounting information, Important accounting terminology, Principles of accounting, Concepts and conventions; Voucher - meaning, preparation and presentation; Accounting Process; Branches of accounting, accounting cycle, systems of accounting, approaches to accounting; Types of accounts, Rules of debit and credit, Accounting equation.

Books of Accounts: Subsidiary Books - Meaning, need; Types of subsidiary books – Purchases book, Purchases returns book, Sales books, Sales returns book, Bills receivable book, Bills payable book, Cash book, Petty cash book, Journal proper; Final Accounts - Meaning, Preparation of Manufacturing account, Trading account, Profit and loss account, and Balance Sheet; Adjustments, Closing entries (Theory and Problems).

Unit II: Conceptual Framework: Introduction to Accounting Standards and Indian Accounting Standards (AS & Ind AS); Accounting standards - meaning, objectives; Accounting standards



issued by the ASB; Background and Roadmap for implementing Ind AS; Framework for the presentation and preparation of Financial statements in accordance with Indian Accounting Standards -Conceptual changes (Fair value, time value of money, Other Comprehensive Income, Compound Financial instruments), Comparison with IFRS.

Accounting for Assets and Liabilities: IND AS 1 (Presentation of Financial Statements); IND AS 2 (Inventories); IND AS 16 (Property, Plant and Equipment); IND AS 38 (Intangible Assets); IND AS 36 (Impairment of Assets); IND AS 113 (Fair Value Measurement); IND AS 37 (Provisions, Contingent Liabilities and Contingent Assets) (Theory and Problems).

Unit III: Company Accounts - Accounting for Share Capital, Debentures and Valuation of Shares: Issue, forfeiture and reissue of forfeited shares; Concept and process of book building, Issue of rights and bonus shares, Buy back of shares, Redemption of Preference shares, Issue and Redemption of Debentures, Valuation of Shares (Theory and Problems)

Unit IV: Final Accounts of Companies: Provisions of the Companies Act, 2013, Amendments, Preparation of Cash Flow Statement, Statement of Profit and Loss and Balance Sheet of Corporate entities; Annual Financial Statements and Reports; Disposal of Company Profits (Theory and Problems).

Unit V: Internal and External Reconstruction and Profit Prior to Incorporation: Concepts and accounting treatment as per IND AS 103; Treatment of Reconstruction- Introduction to the process on incorporation of company, Accounting of Income and Expenses during Pre and Post Incorporation Period, Basis of allocation and apportionment of Income and Expenses for the Pre and Post Incorporation Period (Theory and Problems).

Course Exit Learning Outcomes:

After completion of this curriculum the student will be able to demonstrate:

- Understanding of the concepts and process of accounting.*
- Ability to prepare various subsidiary books.*
- Understanding of the need to reconcile bank balance with cash book.*
- Ability to identify the errors and to rectify them.*
- Understanding of the concept of depreciation and be able to calculate the same.*
- Ability to maintain the books of accounts of a firm and prepare the final accounts of sole proprietorship business and trading & manufacturing concern.*
- Ability to maintain the books of accounts and prepare the final accounts of a Company including issue of shares and debenture, redemption, reissue, bonus shares, dividend distribution, pre- and post-incorporation transactions.*

Suggested Readings:

1. Grewal, T.S. *Introduction to Accountancy*. S. Chand and Co Delhi.
2. Gupta, R.L. and Gupta, V.K. *Principles & Practice of Accounting*. Sultan Chand & Sons,



3. Gupta R.L. and Radhaswamy. *Advanced Accounts*. Sultan Chand & Sons, Delhi.
4. Haneef and Mukerjee. *Accountancy*. Tata McGraw Hill Company.
5. Jain, S. P. and Narang, K. L. *Accountancy*. Kalyani Publishers, New Delhi.
6. Jain S. P. and Narang, K. L. *Corporate Accounting*. Kalyani Publishers, New Delhi.
7. Jawaharlal Lal. *Financial Accounting*. Himalaya Publishing House, Mumbai.
8. Maheshwari, S.N. *Fundamentals of Corporate Accounting*. Taxman Publication, New Delhi.
9. Monga, J.R. *Fundamentals of Corporate Accounting*. Mayur Paper, New Delhi.
10. Sehgal, Deepak. *Fundamentals of Financial Accounting*. Taxman Publication, New Delhi.
11. Sehgal, Ashok. *Fundamentals of Corporate Accounting*. Taxman Publication, New Delhi.
12. Shukla, M.C. Grewal T.S. and Gupta, S.C. *Advanced Accounts*. S. Chand & Co, New Delhi
13. Tulasian, *Accountancy*. Tata McGraw Hill Company, New Delhi

Note: Latest edition of text books may be used.



PAPER MAcctg21.BC2 - COST & MANAGEMENT ACCOUNTING

Course Objectives:

The course aims to:

- Provide understanding of the composition of employee costs, attendance and payroll procedures, systems of wage payment and incentives and labour turnover.*
- Develop ability to understand the classification of overheads, treatment of under / over absorption of overheads, accounting of administrative, selling and distribution overheads.*
- Provide the basic knowledge about cost concepts, preparation of cost sheet and ascertainment of cost of a product or a service by using cost accounting methods.*
- Develop ability to understand the marginal costing and its use in decision making in business.*
- Develop understanding of the basic management accounting concepts, methods and techniques.*
- Provide students knowledge about using the management accounting data for planning, control and decision making.*
- Help students to understand management accounting as a tool of information system for analysing and interpreting financial and cost data and using the results in day-to-day business decisions.*

Course Contents:

Unit-I: Introduction: Meaning and Definitions - Cost, Costing, Cost Accounting, Cost Accountancy; Objectives of Cost Accounting; Scope of Cost Accounting; Differences between Cost Accounting and Financial Accounting; Functions of Cost Accountant; Users of Cost Accounting; Essentials of a Good Cost Accounting System; Installation of Costing System; Cost Objects; Responsibility Centres; Advantages and Limitations of Cost Accounting; Classification of Costs; Methods of Costing; Techniques of Costing.

Elements of Cost - Material Costs: Introduction, Material Control, Elements of Material Control, Materials Procurement Procedure, Valuation of Material Receipts, Material Storage and Records, Techniques of Fixing Level of Stock; Re-order Stock Level, Re-order Quantity, Minimum Stock Level, Maximum Stock Level, Average Inventory Level, Danger Level, Buffer Stock; Techniques of Inventory Control – ABC, FSN, HML, VED, JIT Analysis; Stock taking and Perpetual Inventory Control; Valuation of Material Issue - Cost Price Method, Average Price Method, Market Price Method, Notional Price Method.

Elements of Cost - Employee Costs: Employee Costs; Employee Cost Control; Attendance - Time Keeping, Time Booking, Payroll Procedure, Idle Time, Overtime, Labour Utilization; Systems of Wage Payment and Incentives - Time Based, Output Based, Premium Bonus Methods, Absorption of Wages; Efficiency Rating Procedures; Employee Turnover – Meaning, Causes, Effects.

Unit-II: Elements of Cost - Overhead Costs: Introduction, Classification of Overheads, Accounting and Control of Manufacturing Overheads, Steps for distribution of overheads; Methods of absorbing overheads to various products or Jobs, Types of Overheads Rates,



Treatment of Under / Over Absorbed Overheads; Accounting and Control of Administrative Overheads; Accounting and Control of Selling & Distribution Overheads.

Cost Sheet: Introduction, Functional Classification of Elements of Cost; Cost Heads in Cost Sheet - Prime Cost, Cost of Production, Cost of Goods Sold, Cost of Sales; Cost Sheet - Preparation and Presentation of Cost Information, use of Cost Sheet.

Methods of Costing: Single Output / Unit Costing; Job Costing; Batch Costing; Contract Costing; Service Costing.

Unit-III- Marginal Costing: Definition of Marginal Cost and Marginal Costing – Marginal Costing Vs. Variable costing; Marginal Costing vs. Absorption costing; Contribution, Marginal Cost Equation, Profit/Volume Ratio, Cost-Volume-Profit Analysis, Break-Even Analysis, Advantages and Limitations of Break-Even Chart, Margin of Safety; Managerial Applications of Marginal Costing; Advantages and Limitations of Marginal Costing.

Standard Costing: Meaning of Standard Cost and Standard Costing, Advantages and Limitations of Standard Costing, Standard Costing, Steps Involved in Standard Costing, Variance Analysis - Material Variances, Labour Variances, Overhead Variances.

Unit-IV: Management Accounting: Need and Importance of Management Accounting, Limitations of Management Accounting, Functions of Management Accountant, Meaning of Financial Statements, Types of Financial Statements, Use and Importance of Financial Statements, Importance of Financial Statement Analysis, Comparative Statements, Common-Size Statements, Trend Analysis.

Unit-V: Financial Statement Analysis: Corporate Financial Statements, Format and content of financial statements.

Ratio Analysis: Meaning, Use and Significance of Ratio Analysis, Limitations of Ratio Analysis, Classification of Ratio Analysis, Computation of Liquidity, Activity, Solvency and Profitability Ratios; Du-Pont Analysis.

Cash Flow Analysis (IND AS -7): Classification of Cash Flow, Format of Cash Flow Statement; Uses and Significance of Cash Flow Statement, Limitations of Cash Flow Statement, Methods of calculating Cash Flows from Operating Activities.

Budgeting and Budgetary Control: Meaning of Budget, Meaning and Objectives of Budgetary Control, Advantages and Limitations of Budgetary Control, Classification and Types of Budgets – Fixed and Flexible Budgets.

Course Exit Learning Outcomes:

After completing of the course, the student shall be able to:

- Understand cost concepts, cost elements, methods and techniques of costing.*
- Develop knowledge of elements of material, inventory control techniques and valuation of material issues.*
- Understand the payroll system and procedures, types of wages payment and incentive methods and effect of labour turnover on production.*



- *Understand the classification of overheads and accounting and control of manufacturing, administrative and selling & distribution overheads.*
- *Calculate the cost of a product and a service.*
- *Understand the meaning of management accounting and determining the financial strength and weakness of a firm through comparative statements, trend analysis and common size statements and grasp the meaning, uses, limitations and calculation of various ratios.*
- *Understand the significance and procedure for preparing funds flow statement and cash flow statement.*
- *Understand the concept, applications and use of marginal cost and marginal costing, cost-volume profit analysis and break-even analysis using mathematical and graphical approaches and develop a thorough understanding about the managerial applications of marginal costing.*
- *Understand budgetary control system as a tool of managerial planning and control and the ability to prepare fixed and flexible budget. Ability to understand standard costing system as a tool of managerial control and to compute material, labour and overhead variances.*

Suggested Readings:

1. Arora, M. N. *Management Accounting*. Himalaya Publishing House, New Delhi.
2. Banerjee, B. *Cost Accounting: Theory and Practice*. Prentice Hall of India
3. Horngren, Charles. *Cost Accounting*. Pearson Publications.
4. Jain and Narang. *Cost Accounting*. Kalyani Publishers.
5. Jawaharlal. *Cost Accounting*. Tata Mc Graw Hill.
6. Kaplan Robert S. and Atkinson, Anthony A. *Advanced Management Accounting*. Prentice Hall.
7. Khan, M. Y. and Jain, P. K. *Management Accounting*. McGraw Hill.
8. Kishore, Ravi M. *Cost Accounting*. Taxman Publications.
9. Lal, Jawahar and Srivastava, Seema. *Cost Accounting*. McGraw Hill Publishing Co., New Delhi.
10. Maheshwari, S. N. *Principles of Management Accounting*. Sultan Chand and Sons.
11. Pandey, I. M. *Management Accounting*. Vikash Publishing House, New Delhi.
12. Pillai, R. S. N. and Bhagvathi, V. *Management Accounting*. S Chand & Company.
13. Rao, Srihari Krishna. *Cost Accounting*. Himalaya Publishing House.
14. Rustagi, R.P. *Management Accounting*. Galgotia
15. Sharma, R. K. and Gupta, Shashi K. *Management Accounting- Principles & Practice*. Kalyani Publishers, New Delhi.



16 Singh, Surender. *Management Accounting*. PHI Learning Pvt Limited, Delhi.

17. Tulsian. *Introduction to Cost Accounting*. S. Chand & Company, Delhi.

18. Yogeshweran, G. *Cost Accounting*, PBP Publications.

Note: Latest edition of text books may be used.



PAPER MAcctg21.BC3. TAXATION

Course objectives:

The course aims at:

- Equipping the students with the required knowledge about the law and regulations for the levy and collection of Goods and Service Tax.*
- Providing knowledge and understanding about the provisions of GST for registration, tax rates and determination of tax liability.*
- Facilitating the students" on-hands experience in filing of GST Returns and payment of tax.*
- Providing the student knowledge about the direct tax laws in force for the relevant previous year.*
- Providing insight and understanding of computation of Income under various heads for the assessment of tax liability for various assesses, determining the income liable to tax, determining the tax liability, filing the tax returns and paying tax for various assesses.*

Course Contents:

Unit I: Structure of GST and Registration: Introduction to GST, Genesis of GST, Objectives of GST, Features of GST, Taxes Subsumed under GST, Structure of GST - Dual Model of GST; Advantages of Dual Model of GST, GSTN; GST Council, HSNC, Tax Rates;

Registration Process: Compulsory Registration, Liability for Registration, Exemption from Registration; GST Unique Identity Number (GSTIN), Deemed Registration, Cancellation and Revocation of Registration, Migration of Pre GST-Taxpayers.

Taxable Event: Taxable Event, Concept of Supply, Supply of Goods and Services, Place of Supply, Inter-State Supply, Intra State Supply, Import and Export, Time of Supply, Valuation of Supply, Zero Rated Supply, Exempt Supply, Mixed and Composite Supply, Inward and Outward Supplies, Return of Goods - Purchase Returns, Sales Returns, Supplies Inclusive of Tax, Reverse Charge, Composition Scheme, Purchases from Composition Dealer, Purchases from Unregistered Dealers, Exports -Imports, Exempted Goods, SEZ Sales, Advance Receipts and payments.

Input Tax Credit and Tax Invoices: Input Tax Credit - Eligible and Ineligible Input tax Credit, Apportionment of Credit and Blocked Credit, Tax Credit in respect of Capital Goods, Availability of Tax Credit under special circumstances, Transitional Provisions, Transfer of Input Tax Credit, Input Service Distributor, Tax Invoice, Bill of Supply, Credit Note, Debit Note, Receipt Voucher, Payment Voucher, Revised Invoice, Transportation of goods without issue of Invoice, Delivery Challan.

Unit II: Filing of GST Returns, Payment of Tax and Refund: Filing of GST Returns- GSTR 1- GSTR 2 - GSTR 3 -GSTR 3B - GSTR 4 GSTR 5- GSTR6- GSTR7-GSTR8- GSTR – 9 - GSTR10- GSTR11; Payment of Tax, Modes of Payment, Electronic Liability Register, Electronic Credit Ledger, Electronic Cash Ledger, Time line for Payment of Tax, Challan Reconciliation, Interest on Late Payment, Set off of Input Tax Credit, Refunds, Application for Refund of Tax, Interest, Penalty, Fees or any Other Amount, Acknowledgement, Grant of Provisional Refund, Order Sanctioning Refund, Credit of the Amount of Rejected Refund Claim, Order Sanctioning



Interest on Delayed Refunds, Refund of Tax to Certain Persons, Refund of Integrated Tax paid on Goods or Services Exported out of India; Consumer Welfare Fund.

Unit III: Income Tax Act, 1961: Background, Important definitions, Determination of Residential Status, Basis of Charge, Scope of Total Income, Tax Rates in accordance with the applicable Finance Act for the relevant assessment year, Agricultural Income, Income which do not part of total Income.

Computation of Income under the head Salary: Coverage, Employer and Employee Relationship, Allowances, Monetary and Non-Monetary Perquisites – Valuation and Taxability, Profits in lieu of Salary, Deductions against Income from salaries, Incomes exempt from Tax and not includible in ‘Income from Salaries’, Deduction to be made from Income from salaries in respect of Provident Fund under the provisions of the Provident Fund and Miscellaneous Provisions of Act 1952 and tax treatment of employers’ contribution to Provident Fund, Tax Deducted at Source on Income from Salaries and Compliances.

Computation of Income under the head House Property: Chargeability, Owner of house property, Determination of Annual Value, Deduction from Net Annual Value, Treatment of Unrealized Rent, Arrears of Rent, Exemptions, Computation of Income from a let-out House Property, Self-Occupied Property.

Unit IV: Computation of Income under the head Profits and Gains from Business and Profession: Business and Profession – An overview, Profits and Gains from Business and Profession; Chargeability, Profits and Losses of Speculation Business, Deductions allowable, Expenses Disallowed, Deemed Profits u/s 41, Maintenance of Accounts, Tax Audit, Presumptive Base Taxation.

Capital Gains: Chargeability, Capital Gains, Capital Assets and Transfer, Types of Capital Gains, Mode of Computation of Capital Gains, Exemptions and Deductions, Special Provision – Slump Sale, Compulsory Acquisition, Fair Market Value, Reference to valuation officer.

Income from other Sources: Taxation of Dividend u/s 2(22)(a) to (e), Provisions relating to Gifts, Deductions, Other Miscellaneous Provisions.

Unit V: Computation of Income Liable to Tax: Deductions under section 80, Setoff and carry-forward of losses, Income liable to Tax for Individuals, HUF’s, Firms, AOP’s and Trusts.

Filing of Tax Returns, Assessment and Payment of tax: Assessment procedure, Assessment and payment of tax, Searches and seizures, Prosecution and penalties, Appeals and tax settlement system. Tax deducted at source, Advance payment of tax.

Course Exit Learning Outcomes:

On successful completion of the course, the student will be able to:

- Understand the provisions of Goods and Service tax, collection and payment of the GST.*
- Understand and complete various documents required to be filed to taxation authorities as returns of GST for the assessment and payment of tax.*
- Understand the provisions of income tax law, rates of tax, cess etc., as applicable for the Assessment year.*



- Understand the basis of Charge of income tax based on residential status of assesses and also understand and apply the basis of charge of income with a focus on different heads of income.
- Identify incomes which are taxable and those that are exempted, compute taxable income under different heads of income, also compute total taxable income of different assesses and pay tax.
- Work as tax consultant, audit assistant and provide taxation support and consultancy services.

Suggested Readings:

1. Ahuja, Girish and Gupta, Ravi. *Systematic Approach to GST*. Wolters Kluwer
2. Datey, V. S. *All about GST, A Complete Guide to Model GST Law*. Taxman Publications
4. Gupta, Vineet and Gupta, N. K. *Fundamentals of Goods and Services Tax*. Bharat Law House Pvt Ltd
5. Gupta, S.S. *Taxman's GST New Returns How to Meet Your Obligations -A Practical Guide for filing of New GST Returns*. Taxman Publication.
6. *Income Tax Act 1961* (as amended till date).
7. Manoharan, T. N. *Students Handbook on Income Tax Law*. Snow White Publications
8. Mehrotra, H. C. *Income Tax Law and Accounts including Tax Planning*. Sahitya Bhawan Publications.
9. Mehrotra H.C. and Agarwal, V.P. *Goods and Services Tax and Customs*. Sahitya Bhawan Publications
10. Murthy, K. Ch. A. V. S. N. Lavanya, K. V. N. and Lakshmi, V. D. M. V. *Theory and Practice of Goods and Services Tax*. Telugu Academy, Hyderabad
11. Narang and Gaur. *Income Tax*. Himalaya Publishing House.
12. Prasad, B. *Direct Taxes - Law and Practices*. Wishwa Prakashan.
13. Saha, R.G. Shah, Divyesh and Devi, Usha. *Goods and Service Tax*. Himalaya Publishing House, Mumbai.
14. Singhania, Aditya. *Taxman's GST New Returns with e-Invoicing-A Comprehensive Guide to New GST Returns*. Taxman Publication.
15. Singhania, Vinod K and Singhania, Kapil. *Direct Tax Planning and Management*. Taxman Publications.
16. Singhania, Vinod, K. *Direct Taxes - Law and Practices*. Taxman Publications.

Note: Latest edition of text books may be used.



PAPER MAcctg21.BC4 - PRINCIPLES AND PRACTICE OF AUDITING

Course Objectives:

This course aims at:

- Imparting knowledge about the principles and methods of auditing and their application in audit work.*
- Develop awareness, knowledge and appreciation of the application of auditing principles and practices in business operations.*
- Develop understanding of the role of an auditor in verifying incomes and expenses and valuation of assets and liabilities of a business.*
- Understand auditor's responsibility for ensuring compliance with the legal provisions and expectations of the clients and other stakeholders as per the responsibility assumed.*
- Understand and follow the ethical standards for audit profession.*

Course Contents:

Unit I: Introduction to Auditing: Introduction, Meaning, Definitions, Objectives, Differences between Accountancy and Auditing, Types of Audit, Advantages of Auditing; Preparation before commencement of new Audit – Audit Notebook, Audit Working Papers, Audit Program; Recent Trends in Auditing - Nature and Significance of Tax Audit, Cost Audit, Management Audit, Forensic audit; Audit Standards.

Unit II: Vouching: Meaning, Definition, Importance, Routine Checking and Vouching; Voucher -Types of Vouchers, Vouching of Receipts - Cash Sales, Receipts from debtors, Proceeds of the sale of Investments; Vouching of Payments - Cash Purchases, Payment to Creditors, Deferred Revenue Expenditure; E-vouching, uses and limitations.

Verification and Valuation of Assets and Liabilities: Meaning and Objectives of verification and valuation; Position of an Auditor as regards the Valuation of Assets, Verification and Valuation of different Items - Assets: Land & Buildings, Plant & Machinery, Goodwill, Investments, Stock in Trade; Liabilities - Bills Payable, Sundry Creditors, Contingent Liabilities.

Unit III: Internal Control: Internal Control - Meaning and objectives; Internal Check - Meaning, objectives and fundamental principles; Internal Check as regards to - Wage Payments, Cash Sales, Cash Purchases.

Internal Audit: Meaning - Advantages and Disadvantages of Internal Audit; Differences between Internal Check and Internal Audit, E- Applications in internal control and internal check.

Unit IV: Audit of Limited Companies: Company Auditor – Appointment, Qualification, Powers, Duties and Liabilities; Company audit.

Audit of Different Entities: Educational Institutions, Insurance Companies, Banking companies, Cooperative societies.



Unit V: Important Audit Entities: Institutions for Auditing, the Central Vigilance Commission (CVC), the Comptroller and Auditor General of India (CAG), State Accountant and Auditor General (SAG); Role and functions of various authorities in audit of Public Accounts.

Professional Ethics: Professional behaviour; Compliance with Accounting standards, Compliance with Auditing standards; Ethical requirements in Corporate reporting; Professional Ethics of Auditor; Professional Code of Conduct.

Course Exit Learning Outcomes:

On the successful completion of course, the students will be able to:

- Articulate knowledge of fundamental audit concepts, principles, methods, processes and standards.*
- Demonstrate awareness, knowledge and appreciation in application of auditing principles and practices in business operations.*
- Understand the auditor's responsibility for assessing risk.*
- Understand the role of an Auditor in verifying and valuation of assets and liabilities of a business enterprise and other entities.*
- Understand and follow the ethical standards, professional guidelines and code of conduct for audit profession.*

Suggested Readings:

1. Gupta, Kamal. *Contemporary Auditing*. Tata Mc Graw-Hill, New Delhi.
2. Gupta, Kamal. *Practical Auditing*. Tata Mc Graw-Hill, New Delhi.
3. Manjunatha J.M. and others. *Auditing and Assurance*. Himalayan Publishing House, Mumbai
4. Pagare, Dinakar. *Practice of Auditing*. Sultan Chand & Sons, New Delhi.
5. Ramaswamy, M. S. *Principles and Practice of Auditing*.
6. Sharma, T. R. *Auditing Principles and Problems*. Sahitya Bhawan, Agra.
7. Sharma, T. R. *Auditing*. Sahitya Bhavan, Agra.
8. Saxena, R.G. *Principles of Auditing*. Himalaya Publishing House, Mumbai.
9. Saxena, R.G. *Principles and Practice of Auditing*. Himalaya Publishing House, Mumbai.
10. Tandon, B.N. *Principles of Auditing*. S. Chand and Company, New Delhi.
11. Tandon, B. N. *Practical Auditing*. Sultan Chand & Sons, New Delhi.

Note: Latest edition of text books may be used.



II SEMESTER

| Subjects | | Credits | Max Marks | Teaching Hours | Tutorial Hours | Practical Hours | Total Hours |
|---|-----|---------|-----------|----------------|----------------|-----------------|-------------|
| 1. Global Research in Accounting | CC | 4 | 100 | 40 | 10 | 14 | 64 |
| 2. Research Data Analysis technique for Qualitative and Quantitative Data | SEC | 4 | 100 | 40 | 10 | 14 | 64 |
| 3. Dissertation | SEC | 16 | 400 | | | 256 | 256 |
| Total | | 24 | 600 | 80 | 20 | 284 | 384 |

PAPER MAcctg22.01. GLOBAL RESEARCH IN ACCOUNTING

Course Contents:

The respective department of the university have to identify topics of research published in international and national journals in the last five years to expose the students to the global research in accounting. This course carries 4 credits.

Suggested Journals:

| INTERNATIONAL JOURNALS | | | |
|-------------------------------|--|---------------------------------|---|
| Sl No | Name of the Journal | Name of the Publisher | Website |
| 1 | Journal of International Financial management and Accounting | John Wiley & Sons | https://www.wiley.com/en-us/Journal+of+International+Financial+Management+%26+Accounting-p-9780JRNL62026 |
| 2 | International journal of Accounting | Elsevier. | https://www.worldscientific.com/worldscinet/tija |
| 3 | Journal of Accounting and Economics | Elsevier | https://www.journals.elsevier.com/journal-of-accounting-and-economics |
| 4 | Education and Research | SAGE Publications | http://ierj.in/ |
| 5 | The Accounting Review | American Accounting Association | https://aaapubs.org/loi/accr |
| 6 | Journal of Accounting Research | Wiley-Blackwell | https://onlinelibrary.wiley.com/journal/1475679x |
| 7 | Accounting and Business Research | Taylor & Francis | https://www.tandfonline.com/toc/rabr20/current |
| 8 | Accounting Horizon | American Accounting Association | https://aaahq.org/Research/Journals/Accounting-Horizons |
| 9 | Journal of International | Elsevier | https://www.journals.elsevier.com/journal-of-international-accounting-auditing-and-taxation |

| | | | |
|----|------------------------------------|------------------|---|
| | Accounting, Auditing and Taxation | | |
| 10 | The Journal of Finance | Wiley-Blackwell | https://onlinelibrary.wiley.com/journal/15406261 |
| 11 | European Accounting Review | Routledge | https://www.tandfonline.com/toc/rear20/current |
| 12 | Journal of Financial Economics | Elsevier | https://www.journals.elsevier.com/journal-of-financial-economics |
| 13 | Contemporary Accounting Research | Wiley-Blackwell | https://onlinelibrary.wiley.com/journal/19113846 |
| 14 | Asia-Pacific journal of Accounting | Taylor & Francis | https://www.tandfonline.com/toc/raae20/current |

NATIONAL JOURNALS

| Sl No | Name of the Journal | Name of the Publisher | Website |
|-------|------------------------------|--|---|
| 1 | Indian Accounting Review | Indian Accounting Association Research Foundation | https://www.iaarf.in |
| 2 | Indian Journal of Accounting | Indian Accounting Association | www.indianaccounting.org |
| 3 | Chartered Accountant | The Institute of Chartered Accountants of India | https://www.icai.org/category/e-journal |
| 4 | The Management Accountant | The Institute of Cost Accountants of India | http://www.icmai-rnj.in/index.php/maj |
| 5 | Chartered Secretary | The Institute of Company Secretaries of India (ICSI) | https://www.icsi.edu/e-journals/ |
| 6 | Financial Analysts Journal | Institute of Chartered Financial Analyst (ICFA) | https://www.cfainstitute.org/en/research/financial-analysts-journal |
| 7 | Indian Journal of Finance | Indian Journal of Finance and Banking (IJFB) | http://www.indianjournaloffinance.co.in/ |



PAPER BAacctg22.02. RESEARCH DATA ANALYSIS TECHNIQUES:

Course Objectives:

This course aims to:

- Expose students with the methods and process of data analysis for scientific research.*

Course Contents:

Unit I: Bivariate Analysis Techniques: Descriptive Statistics, Simple Correlation, Simple Regression, Two sample t test, Two sample z test, Chi-square test, Mann Whitney U Test, Paired Sample t test, Wilcoxon Signed Rank Test.

Unit II: Parametric and Non-Parametric Tests: Choosing between the two, Univariate Normality Tests - Kolmogorov Smirnov Test, Shapiro-Wilk Test, Multivariate Normality Test, Tests of Homogeneity of Variance.

Unit III: Multiple Linear Regression (Cross section and Time series data both): Concepts of adjusted R-square, F-ratio, Autocorrelation, Serial Correlation, Multicollinearity, Heteroscedasticity (for time series regression), Stationarity. Logistic Regression, Ordinal Regression, Probit, Non-Linear Regression, Panel Data Regression - Pooled Regression, Fixed Effect and Random Effect Models.

Unit IV Analysis of Variance: One-way ANOVA, Two-way ANOVA, MANOVA, MANCOVA, Kruskal Wallis H Test, Friedman Test.

Unit V: Multivariate Analysis Techniques: Factor Analysis, Exploratory Factor Analysis, Confirmatory Factor Analysis, Reliability Test, Structural Equation Modelling, Discriminant Analysis, Cluster Analysis (Two-step, K-means, Hierarchical), Conjoint Analysis, Artificial Neural Networks; Event Study Methodology.

Course Exit Learning Outcomes:

On successful completion of this course the student shall demonstrate:

- Capability in taking up bivariate and multi-variate data analysis in research and test the significance of results.*
- Capability in undertaking research independently.*
- Confidence in undertaking research projects independently.*

Suggested Readings:

1. Churchill. *Marketing Research*. Dryden Press, Harcourt Publications
2. Cooper, Donald & Schindler. *Business Research Methods*. Tata McGraw Hill (Main Text)
3. Malhotra, Naresh. *Marketing Research*. Pearson Publication (Second Text)
4. Saunders. *Business Research Methods*. Pearson Publications.



5. Sharma, K. R. *Research Methods*. Atlantic Publishers, New Delhi

6. Zikmund, *Business Research Methods*. Cengage Publishing

Note: Latest edition of text books may be used.



PAPER MAcctg22.03. DISSERTATION IN ACCOUNTING

Course Contents:

For the Dissertation in Accounting the candidate shall first prepare a synopsis and after approval of the Research problem by the Departmental Research Committee shall undertake research under a supervisor allocated by the Department.

To monitor the progress of research, work the candidate may be required to make monthly presentations before the Departmental Research Committee.

The dissertation is to be evaluated as per University Regulations.

MASTER OF ACCOUNTING SECOND YEAR

| Master of Accounting | Credits | | Credits Paper 3 | Credits Paper 4 | Credits Paper 5 | Credits Paper 6 | Total Credit |
|-----------------------------|----------|-----------|-----------------|-----------------|-----------------|-----------------|--------------|
| | Paper 1 | Paper 2 | | | | | |
| Semester I | 4 | 4 | 4 | 4 | 4 | 4 | 24 |
| Semester II | 4 | 20 | | | | | 24 |
| Total Course Credits | 8 | 24 | 4 | 4 | 4 | 4 | 48 |

SEMESTER III

| Courses | | No. of Credits | Max Marks | Teaching Hours | Tutorial Hours | Practical Hours | Total Hours |
|---|-----|----------------|-----------|----------------|----------------|-----------------|-------------|
| 1. Advanced Financial Accounting | CC | 4 | 100 | 36 | 12 | 16 | 64 |
| 2. Cost Standards, Cost Audit, and Management Audit | CC | 4 | 100 | 36 | 12 | 16 | 64 |
| 3. Financial Planning Budgeting and Valuation | CC | 4 | 100 | 36 | 12 | 16 | 64 |
| 4. Forensic Accounting, Auditing and Investigation | CC | 4 | 100 | 40 | 12 | 12 | 64 |
| Accounting Specialisation | | 4 | 100 | 40 | 12 | 12 | 64 |
| 5. Accounting for Financial Instruments or International Accounting | DSE | | | | | | |
| 6. Accounting for Financial Institutions | DSE | 4 | 100 | 40 | 12 | 12 | 64 |
| Finance Specialisation | | 4 | 100 | 40 | 12 | 12 | 64 |
| 5. Behavioural Finance, or International Finance | DSE | | | | | | |
| 6. Derivative Trading | DSE | 4 | 100 | 40 | 12 | 12 | 64 |
| Taxation Specialisation | | 4 | 100 | 36 | 16 | 12 | 64 |
| | DSE | | | | | | |

| | | | | | | | |
|--|-----|-----------|------------|----|----|----|------------|
| 5. International Taxation | | | | | | | |
| 6. Advanced Tax Planning and Tax Management | DSE | 4 | 100 | 36 | 16 | 12 | 64 |
| Cost and Management Accounting Specialisation | | 4 | 100 | 40 | 12 | 12 | 64 |
| 5. Strategic Performance Management | DSE | | | | | | |
| 6. Risk Management | DSE | 4 | 100 | 40 | 12 | 12 | 64 |
| Auditing Specialisation | | 4 | 100 | 40 | 12 | 12 | 64 |
| 5. Standards on Audit | DSE | | | | | | |
| 6. Information Systems Audit | DSE | 4 | 100 | 40 | 12 | 12 | 64 |
| Total | | 24 | 600 | | | | 384 |

PAPER MAcctg23.01. ADVANCED FINANCIAL ACCOUNTING

Course Objectives:

The course aims at:

- *Providing advance knowledge to students in contemporary areas of business transactions and their Accounting.*

Course Contents:

Unit I: Environmental Accounting: Concept, Need, Objectives, Scope – Global Environment accounting, National Environment accounting, Corporate Environment accounting; Process of environment accounting – Identification and appraisal, Communication, Remediation, Analysis and Control; Environmental costs, Potential and hidden costs; Environment cost centres, Environment management accounting; Environment accounting for reporting; Case studies/Exercises.

Unit II: Social Accounting and Auditing: Concept, Features, Importance, Uses, Components of social accounting – Production account, Consumption account, Government account, Capital account, Foreign account; Presentation of social accounts for corporate and country, Social accounting reports; Issues in social accounts; Social audit, Methodology of social audit; Social audit of MHNREG in India. Case studies/Exercises.

Unit III: Sustainability Reporting: Concept, Objectives, Scope – Strategic goals, Sustainable activities, Status of performance, Corporate sustainability reporting; Common Framework for Sustainability Reporting of Global Reporting Initiative, Netherlands. Case studies/Exercises.



Unit IV: Integrated Reporting: Concept, Objectives, History and developments, International Integrated Reporting Council Initiative; Framework of integrated reporting – Vision, Values Capital (Financial, Products, Intellectual, Human, Social and Relationship, Nature), Integrated Reporting by companies in India; the SEBI recommendations; Case studies of Indian companies/Exercises.

Unit V: Productivity: Concept, Importance, Measurement of productivity, Partial productivity measurement, Total productivity measurement; Measuring changes in efficiency of activities and processes; Productivity in service providing enterprises and in not-for-profit organizations; Case studies of Indian enterprises/Exercises.

Business Process Re-Engineering (BPR): Process reengineering (PR) - Concept, Importance; Issues in process re-engineering; Value chain analysis- Concept, Value chain linkages; Internal linkages; Supplier linkages; Customer linkages; Role of value-chain in decision analysis; Business process re-engineering; Case studies/Exercises.

Course Exit Learning Outcomes:

Upon the completion of this module, the student should be able to demonstrate:

- *Ability to compile and critique the advanced external financial reports, including Environmental accounting reports, Social accounting reports, Sustainability reports and Integrated reports based on an extensive and deep knowledge of the best practices, methods and techniques relevant to external financial reporting practices;*
- *Ability to use a range of specialised skills to identify, analyse and address complex, abstract and/or integrated financial problems by drawing systematically from the standards, methods and techniques relevant to the financial accounting practices according to the demand of the contextualised problem.*
- *Ability to present contextualised financial opinions and arguments on unfamiliar, complex and uncertain financial accounting problems by selecting and applying self-regulated learning skills, methods, standards and techniques appropriate to financial reporting practice.*

Suggested Readings:

1. Maheshwari, S. N. *Advanced Accountancy, Vol II.* Vikas Publishing House
2. Sehgal, A. and Sehgal D. *Advanced Accounting, Vol. II.* Taxman Publications
3. Shukla, M.C. and Grewal, T.S. *Advanced Accounts, Vol. II.* S. Chand & Company

Note: Latest edition of text books may be used.



PAPER MAcctg23.02: COST STANDARDS, COST AUDIT AND MANAGEMENT AUDIT

Course Objectives:

The course objectives are:

- 1. To equip the students with the knowledge of Cost Audit, its planning and execution as per cost accounting standards.*
- 2. To expose the students to the concept of Management Audit and different types of audit.*

Course Contents:

Unit I: Cost Accounting Standards and GACAP: Cost accounting Standards (CAS 1 – CAS 24), Guidance Notes on Cost Accounting Standards, Generally Accepted Cost Accounting Principles (GACAP).

Unit II: Basics of Cost Audit: Nature of Cost Audit, Origin of Cost Audit, Genesis of Cost Audit, Relevance of Cost Audit, Objectives of Cost Audit, Legal Framework of Maintenance of Cost Records and Cost Audit.

Companies (Cost Records and Audit) Rules, 2014: Short title and Commencement, Definitions, Application of Cost Records, Applicability for cost audit.

Unit II: Cost Auditor – Professional Ethics and Responsibilities: Cost Auditor – Definition, Professional Ethics, Duty of a cost auditor to report fraud - Section 143 of the Companies Act 2013, Punishment for fraud (Section 447 of the Companies Act, 2013), Punishment for false Statement (Section 448 of the Companies Act, 2013).

Unit IV: Cost Auditing Standards and Reporting: Cost Auditing Standard on Planning an Audit of Cost Statements – 101 Cost Auditing Standard on Cost Audit documentation; 102 Cost Auditing Standard overall objectives of the independent Cost Auditor and the Conduct of an Audit in Accordance with Cost Auditing Standards; 103 Cost Auditing Standard on Knowledge of Business, its Processes and the Business Environment; 104, Filing of cost audit report to MCA [in XBRL format (as per taxonomy)].

Unit V: Management Audit: Meaning, Nature and Scope of management audit, Features of different types of Management Audit, their techniques and procedures, Energy Audit, Efficiency Audit, Proprietary Audit and Systems Audit, Corporate Development Audit, Corporate Strategy Audit, Corporate Social Audit and safety, Management Audit Report (MAR).

Course Exit Learning Outcomes:

On successful completion of the course, the Students will be able to:

- Understand the basics of Cost Accounting Rules.*
- Analyse and estimate the different element of cost as per the Cost Accounting Standards.*
- Understand the cost audit report as per new cost auditing rules.*
- File the Cost Audit Report to the MCA as per XBRL Format*



- Demonstrate the understanding of Management Audit*
- Discuss different types of Audit such as Energy audit, Social audit, etc.,*
- Prepare Management Audit Report.*

Suggested Readings:

1. Agarwal, N.P. *Cost Audit & Management Audit*.
2. Banerjee, N. *Laws on Cost Audit*. International Law Book Centre, Kolkata.
3. Chowdhary, D. Datta. *Cost Audit and Management Audit*. Central Publication, Kolkata.
4. Institute of Cost Accountants of India. (A) *Industry wise Cost Accounting Record Rules and Cost Audit Report Rules*; (B) *Guidelines on Cost Audit*; (C) *Cost Audit Reports Rules*; (D) *Cost Audit Social Objectives*.
5. Institute of Cost Accountants of India. *Cost Audit Social Objectives*.
6. Rajnath. *Cost and Management Audit*. Tata Mc Graw Hill.
7. Saxena, V.K. and Vashisth, C. D. *Cost Audit and Management Audit*. Sultan Chand and Sons Delhi.

Note: Latest edition of text books may be used.



PAPER MAcctg23.03. FINANCIAL PLANNING, BUDGETING AND VALUATION

Course Objectives:

The course aims to:

- *Enable the students to understand the premise of financial planning and identify the financial goals of investment in contemporary environment.*
- *Help the students to build financial plans and budgets and instal budgetary control mechanisms for business projects systematically.*
- *Enable critical thinking in students with respect to analysis and application of innovative solutions to varied financial problems.*

Course Contents:

Unit 1: Financial Plan and Financial Planning: Planning – Concept, Characteristic features, Pre-requisites, Types – Operational planning, Strategic planning, Technical planning, Contingency planning; Ethical issues in strategic planning.

Unit II: Financial Planning: Basic concepts in financial planning, Sources of finance, Financial institutions – Role and functions, Process of financial planning – Defining financial objects and goals, Gathering information, Analysis of current situation and needs, Identification of sources of funds, Use of Forecasted Financial statements – Statement of Profit and Loss, Statement of Retained Earnings, Balance Sheet and Cash flow Statement; Limitations of financial planning.

Financial Plan: Concept, Components of financial plan – Budgeting, Managing liquidity, Managing risk, Managing control, Development of Financial plan, Implementation and Review; Building financial plans using spreadsheets; Evaluation of financial plan; Case studies/ Exercises.

Unit III: Project Planning: Meaning, Essentials, Aspects covered, Process of project planning - Feasibility study - Cash flow projections, Impact assessment of taxation, depreciation, inflation, etc; Capital Budgeting Decisions - Certainty Equivalent approach, Evaluation of Risky Investment; Proposals, Risk and Return analysis, Simulation and decision tree analysis, Sensitivity analysis; Capital Rationing, Adjusted Net Present Value, Replacement decisions, Application of Real alternatives in capital budgeting, Impact of inflation on capital budgeting decisions; Risk analysis in Capital Budgeting; Precautions in project planning.

Project Plan: Elements of project plan – Quality, Time, Cost and Resources; Time planning for projects – Techniques used, Resource planning for projects – Techniques used; Work planning for projects – Techniques used; Preparation of Project Report; Social Cost Benefit Analysis of projects; Case studies/ Exercises.

Unit IV: Budgeting and Budgetary Control: Budget - Concept, Objectives of budgeting, Fixed and Flexible Budgets; Preparation of Functional Budget for Operating and Non-Operating Functions; Cash Budget; Capital Expenditure Budget; Master Budget; Principal Budget Factors, Budget Manual.

Budgeting: Concept, Budgeting Procedure; Preparation and Monitoring of budgets.

Budgetary Control: Analysis of Budget Variances; Budget review and revision; Reallocation of funds Case studies/ Exercises.



Unit V: Valuation: Value – Meaning, Measures of value, Types – Historical value, Present Value, Market Value, Fair value, Economic value, Comparative value, Value in use; Factors affecting value; Value Based Management (VBM).

Valuation: Concept, Valuation of Tangible Fixed Assets; Valuation of Intangibles including the Valuation of brand, Valuation of goodwill; Valuation of liabilities; Valuation of Shares, Bonds and other financial instruments; Valuation of Business; Business valuation models, Cash flow valuation, Discounted Cash flow valuation, Comparison of accounting approaches and discounted cash flow approaches to valuation; Free cash flow valuation, Use of financial statement analysis in valuation.

Analysis of the firm's profitability, growth, and value generation as a means of testing the quality of financial reports; Forecasting of earnings and cash flows; Analyses for financial strategy and planning; Analysis of risk; Determination of price/earnings and market-to-book ratios, Shareholder Value Analysis, Analysis for Economic Value Added.

Course Exit Learning Outcomes:

After studying this course, the student will be able to:

- Understand financial planning, budgeting and budgetary control and identify the financial Goals of a business enterprise.*
- Critically evaluate the investment instruments suitable for different financial goals in different time spans.*
- Understand and undertake financial planning for projects in business and service-oriented enterprises.*
- Demonstrate the ability to develop creative responses with regards to the responsible financial management of a company and its assets by critically reviewing the information, evaluating the processes and effectively using the financial tools and techniques within the boundaries of the strategic goals and objectives of the company.*

Suggested Readings:

1. Alexander, J. *Financial Planning & Analysis and Performance Management*, Jhon Wiley & Sons Publication
2. Buffet, Marry and Clark, David. Warren Buffett. *Interpretation of Financial Statements*.
3. Fisher, A. Philip. *Common Stocks and Uncommon Profits*. Wiley.
4. Keown, A. J. *Personal Finance – Turning Money into Wealth*. Pearson Publication,
5. Khursheed, Arif. *Initial Public Offerings: The Mechanics and Performance of IPOs*, Harriman House Publishing.
6. Lee, A.C., Lee, J.C., & Lee, C.F. *Financial Analysis, Planning & Forecasting: Theory and Application*. World Scientific Publishing Company
7. Madura, Jeff. *Personal Finance*. Pearson Education.



8. Soota, Ashok and Gopalan, S. R. *Entrepreneurship Simplified: From Idea to IPO*. Penguin Random House India.

9. Spier, Guy. *The Education of Value Investor*. Palgrave.

Note: Latest edition of text books may be used.



PAPER MAcctg23.04. FORENSIC ACCOUNTING, AUDITING AND INVESTIGATION

Course Objectives:

This course aims to:

- *Develop the use of accounting skills to investigate fraud and embezzlement, and to analyse financial information for use in legal proceedings.*
- *Develop skills to examine tax and business records to identify irregularities that can impact major criminal and civil cases.*
- *Understand the methodology of systematic fraud investigation, fraud detection and fraud management and use forensic accounting and audit techniques under suspected fraudulent conditions.*

Course Contents:

Unit 1: Fraud: Meaning, Ingredients of fraud, Reasons why frauds are committed, Individuals likely to commit fraud; Pervasiveness and causes of white-collar crime in society; Victims of fraud; Reasons for certain individuals/businesses facing higher risk and becoming targets of fraudsters; Effect of fraud on its victims directly and on the society in general; Economics of crime.

Financial Frauds: Meaning, Nature, Scope - Fraud in revenue and expenditure, Fraud in inventory and assets, Fraud on liabilities and reserves; Fraud in Financial Statement; Financial frauds in Banking sector - Overview; Financial frauds in insurance service - Overview, Case studies/Examples; Financial frauds in capital market - Overview, Case studies/Examples; Strategies for prevention of frauds to save consumers and businesses.

Unit II: Corporate Frauds: Nature of corporate frauds, Fraud under the Companies Act, 2013, Frauds for and against a company; Types of corporate frauds - Bribery and corruption, Money laundering, Misappropriation of assets, Manipulation of financial statements, Procedure-related frauds, Corporate espionage, Tax evasion; Organized crimes; Financial crimes, Other types of misconducts; Fraud in e-commerce;

Cyber-crimes: Definitions under IT Act, 2000; Types of cybercrimes - Cyber stalking, Cyber terrorism, Forgery and fraud, Crimes related to IPRs, Computer vandalism, Cyber forensic.; Distinction between cybercrimes and conventional crimes;

Cyber-crimes Business Space - Web Centric Businesses, E Business, Electronic Governance, Instant messaging platforms, Social networking sites and mobile applications, Security risks in use of Internet; Cyber jurisdiction, Domain name dispute, E-forms; E-Money, Regulations of Pre-Payment Instruments (PPI), Electronic Money Transfers, Privacy of Data and Secure Ways of Operation in Cyber Space.

Unit III: Fraud Investigation: Symptoms of fraud, Detection of crime; Identification of behaviour, habits and exploits of fraudsters, Fraud Investigation and Engagement with victims; Collection of evidence; Examination of fraud evidence - Physical, Documentary and Observational Evidence; Use of interview and interrogative methods; Detection of fraud and identification of perpetrators of the fraud.



Fraud Reporting: Loss and damage analysis, Valuation of corporate assets lost and liabilities created; Loss due to damages and penalties; Preparation of report on fraud, Fraud reporting, Suggestions for litigation and recovery; Assessment of involvement and responsibility of employees and Auditors.

Unit IV: Forensic Accounting: Meaning, Nature, Process, Financial Statement Analysis techniques for fraud detection; Legal environment, Financial Intelligence; Accounting and Audit techniques; Sources of information; Detective and investigative tools and techniques; Investigative interview analysis; Financial Intelligence measures; Duties and responsibilities of the forensic accountant.

Fraud Auditing: Meaning, Nature, Scope, Auditors liability for undetected frauds, Forensic Audit, Use of technology in Forensic audit, Phases in audit – Recognition, Planning, Evidence collection, Evaluation of history and evolution, Fraud cycle, Consequences, Communication of results, Forensic Audit Report.

Unit V: Fraud Management and Resolution: Implications of corporate frauds; Recognition of potential fraudulent situations; Follow up action – Departmental action, Police investigation and Crime reporting, Legal follow up, Enforcement through Government; Policy actions; Initiation of fraud prevention measures.

Course Exit Learning Outcomes:

Upon the completion of this course, the student should be able to demonstrate insight into:

- Knowledge and engagement in the field of forensic accountancy as it pertains to financial statement manipulation.*
- Knowledge literacy in the area of fraud risk management.*
- Understanding of the methods and procedure in selecting and applying appropriate standards procedures, processes and techniques of financial statement manipulation and fraud risk management to problems in the field of forensic accountancy*
- Knowledge of ethics and professional practices relating to financial statements and fraud risk management.*
- Accessing, processing and managing information on financial statement manipulation and fraud risk management problems and issues within the forensic accountancy environment.*
- Knowledge literacy in demonstrating the ability to interrogate multiple sources of knowledge in the area of conducting a forensic investigation.*
- Developing solutions to complex or abstract problems in the forensic investigation field.*
- Ability to produce and communicate professional ideas and texts in the field of forensic investigations*
- Understand context and systems relating to forensic regulatory compliance and forensic technology in the forensic accountancy environment.*

**Suggested Readings:**

1. Albrecht, W. Steve. *Forensic Accounting and Fraud Examination*. Cengage Learning (India Edition).
2. Albrecht, Chad O., Albrecht, Conan C., Albrecht, W. Steve and Zimbelman, Mark F. *Forensic Accounting & Fraud Examination*. Cengage Learning.
3. Banerjee, Robin. *Who Cheats and How?* Sage Publications, New Delhi.
4. Bologna, Jack and Lindquist, Robert J. *Fraud Auditing and Forensic Accounting*. Wiley.
5. Bremser, Wayne G. *Forensic Accounting and Financial Fraud*. American Management Association.
6. Dalal, Chetan. *Novel and Conventional Methods of Audit. Investigation and Fraud Detection*. Wolters Kluwer India Pvt Ltd.
7. Garg, K. *Forensic Audit*, Thomson Reuters
8. Golden Thomas, Skalak, Steven, and Clayton Mona. *A Guide to Forensic Accounting Investigation*, Wiley Publishers.
9. Gupta, Sanjeev. *Corporate Frauds and their Regulation in India*. Bharat Law House Pvt Ltd
10. Hopwood William; Leiner Jay, Young George, *Forensic Accounting and Fraud Examination*. McGraw-Hill.
11. Kass-Shraibman Frimette, Sampath Vijay, *Forensic Accounting for Dummies*. Wiley Publishers.
12. Kaul, Vivek. *Easy Money*. Sage Publications, New Delhi.
13. Kranacher, M.J. and Riley, R.A. *Forensic Accounting and Fraud Examination*, Jhon Wiley & Sons
14. Kranacher Mary-Jo, Riley Richard and Wells, Joseph. *Forensic Accounting and Fraud Examination*, Wiley Publishers.
15. Manning, George A. *Financial Investigation and Forensic Accounting*. CRC Press: Taylor & Francis Group.
16. Sharma, B. R. *Bank Frauds*. Universal Law Publishing, New Delhi

Note: Latest edition of text books may be used.



SPECIALISATIONS:

Note: A candidate shall select **any one** of the following four specialization groups of **two papers** each:

ACCOUNTING SPECIALISATION

PAPER MAcctg23.05A. ACCOUNTING FOR FINANCIAL INSTRUMENTS

Course Objectives:

The course aims to:

- Develop understanding among the students of accounting and reporting for financial instruments.*
- Develop understand and skill of technicalities in designing and developing the financial accounting systems for financial and investment institutions and investment services.*

Course Contents:

Unit I: Financial Instruments (Ind AS 109): Definition (IFRS 102), Characteristic features, Types – Primary financial instruments as Stocks, Bonds and Currency, Derivative financial instruments, Compound financial instruments; Cash instruments, Debt based instruments, Equity based instruments; Debt Vs Equity component.

Unit II: Recognition and Measurement of Financial Instruments (IFRS 9 - replacement of IAS 39): Recognition and de-recognition of Financial instruments as Financial assets or Financial liabilities; Initial measurement, Subsequent measurement, Gains and losses; Impairment of financial assets measured at amortised cost; Investment in equity instruments – Initial recognition, Subsequent recognition, Gains and Losses; Case studies/Exercises.

Unit III: Financial Instruments Presentation (Ind AS 32): Classification and Measurement of financial instruments as financial assets and financial liabilities; Offsetting financial assets and financial liabilities; Case studies/Exercises.

Unit IV: Disclosure of Financial Instruments: Disclosures of Financial Instruments (Ind AS 107); Disclosure requirement; Quantitative disclosure and Qualitative disclosure; Disclosure of different categories of financial assets and financial liabilities in the Balance sheet and Profit and Loss Account; Case studies/Exercises.

Unit IV: Accounting for Financial Instruments: Accounting for the Financial assets, Financial liabilities; Hedge Accounting; Derivative financial assets – Fair value hedges, Cash flow hedges, Futures, Options, Swaps – Interest rate swaps, Currency swaps; Trade date accounting, Settlement date accounting; Accounting disclosures; Case studies/Exercises.

Unit V: Innovations in Financial Instruments: Participation in equity (risk capital) funds, Bank guarantees; Hedging financial instruments; Compound financial instruments; Case studies/Exercises.

Course Exit Learning Outcomes:

Upon the completion of this course, the student should be able to demonstrate insight into:



- *Understanding of the accounting and reporting requirements for financial instruments.*
- *Understanding of the technicalities in designing, developing and maintaining financial accounting systems for financial and investment institutions dealing in financial instruments.*

Suggested Readings:

1. Banka, Anand. *Comprehensive guide to IND AS implementation.*
2. Garg, Kamal. *IFRS Concepts and Applications.* Bharath Law House Private Limited
3. Ghosh, T. P. *IFRS for Finance Executives.* Taxman Allied Services Private Limited
4. *IFRS explained – A Guide to International Financial Reporting Standards.* BPP Learning Media
5. Kirk, Robert J. *IFRS: A Quick Reference Guide.* Elsevier Ltd.
6. Kumar, Praveen. *Consolidation under IND AS- IFRS Converged Standard*

Note: Latest edition of text books may be used.



PAPER MAcctg23.06A. ACCOUNTING FOR FINANCIAL INSTITUTIONS – BANKING, INSURANCE AND OTHER NON-BANKING FINANCIAL INSTITUTIONS

Course Objectives:

The course aims to:

- *Develop understanding of the students on financial accounting requirements for financial institutions.*
- *Develop understanding of the students of the requirements of law, supervisory authorities and regulatory requirements for banks, insurance companies and other financial institutions.*
- *Develop understanding and skill of the students for maintaining the financial accounts of Banking companies, and Insurance companies and other financial institutions as per the legal requirements.*
- *Develop understanding and skill of the students for maintaining the financial accounts of financial services companies.*

Course Contents:

Unit I: Banking Company Accounts: Accounting legislation for banks, Banking Company Accounts; Special features of bank accounts - Division of bank accounts (committed and internal accounts), Basic characteristics of their application; Cash, bank accounts, liabilities from short sales, Deposits and loans by issuing banks, Deposits, loans and other claims and liabilities from other banks; Client Accounts - Standard and classified loans and other claims for customers, Client deposits; Securities, derivatives, other claims and liabilities and transitional accounts; Intangible, tangible property, shares, securities held to maturity, foreign subsidiaries and agencies; Capital accounts, long-term liabilities and closing Accounts; Costs, profits; Off-balance sheet accounts; legal framework, Risks measurement and disclosures, Capital adequacy (Basel II and Basel III), Preparation of Profit and Loss Account and Balance Sheet of a Banking Company, Performance analysis.

Unit II: Insurance Company Accounts: Insurance Company Accounts; Special features; Legal regulation of accountancy of insurance companies, Specific terms - Insurance terminology; Accounting of reserves; Technical, other reserves and non-technical accounts; Accounting for insurance contracts, risk disclosure, Company's capital adequacy,

Accounting of Life, Fire, Marine, Motor Vehicles, and Health insurance Companies: ; Preparation of Revenue Accounts, Statement of Profit and Loss, Balance Sheet; Legal framework of financial reporting; Annual reports of insurance companies; Company's performance analysis.

Unit III: NBFC Accounts: Evolution of non-bank financial companies (NBFCs), Role and services provided, Categories of NBFCs; Comparison with banks; Regulatory framework; innovative sources of financing; Securitization as a funding mechanism.

Mutual funds (MFs): Evolution, types, Regulation of MFs, Organisation structure, Design and marketing of MF schemes and products, Tax treatment of MF schemes, Financial Reporting by Mutual Funds; SEBI requirements; Performance evaluation;

Unit IV: Financial Services Company Accounts: Overview, Environment and importance of financial services in an economy, Constituents and cultures in financial services sector, Functional



classification of financial services, Major forces driving financial services; Accounts of Merchant Bankers, Stock and Commodity Market Intermediaries; Mortgages – traditional and non-traditional, Securitization; Regulation of merchant banking activity, SEBI guidelines.

Accounts of Credit Rating Companies: Concept, rationale, process, methodology, SEBI regulations for credit rating, Credit Rating Agencies Regulation, 1999, Rating services offered including grading of real estate developers, Rating of small and medium enterprises;

Consumer finance – Role of consumer credit in the financial system, Features, Legal framework, Credit screening methods, Innovative structuring of consumer credit transactions, Consumer Credit Act, 1974; Credit cards – concept, types, billing and payment, Settlement procedure, Mechanism of transactions, member establishments, member affiliates, Accounting requirements; Accounting and reporting.

Accounts of Factoring Forfeiting and Venture Capital Companies: Concept, Forms, Functions of factor, Legal aspects, Evaluation of factoring, Factoring disputes, Factoring vs. Forfeiting, Factoring *vis-à-vis* bill discounting, Forfeiting, bill financing – bills of exchange, Bill discounting; Venture capital (VC) – Nature and scope, Role of venture capitalists and private equity firms, Types of venture capital funds, Investment appraisal matrix, Deal structuring, venture capital vs. debt financing, Regulatory environment, Evaluation criteria, limitations.

Unit V: Equipment Leasing Companies Accounts: History and development of leasing, Concept and classification, Types of leases, Leasing and commercial banking, Product profile, Legal aspects of leasing, Lease documentation, Lease agreement, Tax aspects of leasing, Appraisal criteria, Lease evaluation – the lessee's angle, the lessor's angle, negotiating lease rentals, Lease accounting and reporting: IAS-17, Ind AS 17; Hire purchase – concept, characteristics, Leasing vs. hire-purchase, Legal, Tax and Accounting aspects, the Hire Purchase Act, 1972; Financial reporting and Ethics

Course Exit Learning Outcomes:

Upon the completion of this course, the student should be able to demonstrate insight into:

- Understanding of the system and the requirements of financial accounting for financial institutions.*
- Understand and develop skill in maintaining the financial accounts of Banking companies, Insurance companies and other financial institutions as per the legal requirements.*
- Understand and develop the skill in maintaining the financial accounts of financial services companies including the leasing companies, credit rating companies, factors, forfeiters, venture capital funds and venture capital companies.*

Suggested Readings:

1. Maheshwari, S. N. *Advanced Accountancy, Vol II.* Vikas Publishing House
2. Sehgal, A. and Sehgal D. *Advanced Accounting, Vol. II.* Taxman Publications
3. Shukla, M.C. and Grewal, T.S. *Advanced Accounts, Vol. II,* S. Chand & Company.

Note: Latest edition of text books may be used.



FINANCE SPECIALISATION

PAPER MAcctg23.05F. BEHAVIOURAL FINANCE

Course Objectives:

The purpose of this course is to:

- Introduce the student to the field of behavioural finance.*
- Explain how psychological factors affect the decision-making process and decisions of individual investors and how these factors in turn affect the financial markets.*
- Question the common assumption of efficient markets within the traditional neoclassical economic theory.*

Course Contents:

Unit I: Conventional Finance: Prospect theory and market efficiency; Traditional versus Behavioural finance; Neoclassical economics, Expected utility theory, Risk attitude, Allais paradox, Asset pricing, Pricing of risk, Market efficiency, Agency theory, Prospect theory and extensions, Framing and mental accounting, Challenges to market efficiency, Key anomalies, Noise-trading, Limits to arbitrage.

Unit II: Behavioural Science Foundations and Investor Behaviour: Heuristics and biases, Overconfidence, Emotional foundations, Implications of heuristics and biases for financial decision-making, Implications of overconfidence for financial decision-making, Individual investors and the forces of emotions.

Unit III: Social Forces and Market Outcomes: Social interactions and investments, Empirical evidences of social forces at work, Behavioural explanations to market anomalies, Behavioural factors and stock market puzzles - the equity premium puzzle, Real-world bubbles, Experimental bubbles market, Behavioural finance and market valuations, Excessive volatility.

Unit IV: Behavioural Finance and Investor's Rationality: Assumption of Investor's rationality and its critique; Prospect theory and choices of people among alternative investments; Phases in decision making - editing or framing phase and evaluation phase; Behavioural biases such as Framing, Mental Accounting, Regret avoidance, Certainty, Isolation effect, Loss aversion.

Unit V: Behavioural Corporate Finance and Money Management: Behavioural impacts on managerial decisions such as financial decisions, capital budgeting and other investment decisions, Dividend policy and decisions, Initial public offers, Mergers and acquisitions; Loyalty, Agency conflicts and Corporate Governance; Neuro-finance and investor behaviour, Risk taking and innovations.

Exit Learning Outcomes:

Upon the completion of this course, the student should be able to demonstrate insight into:

- Foundation of behavioural science and individual behaviour.*



- *Understand the psychological factors that affect the decision-making of individual investors and how these factors in turn affect the financial markets.*
- *Understand the strengths and limitations of the common assumption of efficient markets within the traditional neoclassical economic theory and its implications in investment decisions.*

Suggested Readings:

1. Ackert, L. and Deaves, R. *Behavioral Finance: Psychology, Decision-Making, and Markets*, South-Western Cengage Learning.
2. Baker, H. K. and Nofsinger, J. R. *Behavioral Finance: Investors, Corporations, and Markets*. John Wiley & Sons Ltd.
3. Forbes, W. Behavioral Finance. John Wiley & Sons Ltd.
4. Montier, J. *Behavioral Finance: Insights into Irrational Minds and Markets*. John Wiley & Sons Ltd.
5. Parikh, P. *Value Investing and Behavioural Finance*. Tata McGraw Hill Ltd.
6. Pompian, M.M., *Behavioral Finance and Wealth Management: How to Build Optimal Portfolios that Account for Investor Biases*. John Wiley & Sons Ltd.
7. Shleifer, A. *Inefficient Markets: An Introduction to Behavioural Finance*. Oxford University Press.
8. Shefrin H. *Beyond Greed and Fear: Understanding Behavioural Finance and the Psychology of Investing*. Oxford University Press.
9. Shiller, R. J. *Irrational Exuberance*. Princeton University Press.
10. Statman, M. *Behavioral Finance: The Second Generation*. CFA Institute Research Foundation
11. Thaler, R. H. *Advances in Behavioural Finance*. Russell Sage Foundation.

Note: Latest edition of text books may be used.

or



PAPER MAcctg23.05F INTERNATIONAL FINANCIAL SYSTEM

Course Objectives:

The objectives of this course are to

- *Acquaint the students with the innovations in financial management in the open economies featured by large volume of international trade and high international mobility of factors of production.*
- *Highlight opportunities and challenges of financial management in open economies, characterized by large volumes of international trade and high international mobility of factors of production.*
- *Highlight the complications caused by the process of international investment decision making as well as the development of investment and hedging strategies of multinational financiers and investors.*

Course Contents:

Unit I: Foundations of International Financial System: Globalization and multinational business, Importance, Rewards and risk of international finance, Goals for international financial management, Exposure to international risk, International monetary system, Foreign exchange markets, International parity relationships, Foreign exchange rates; International finance, Costs of international investment, Crisis and contagion; Balance of Payments - Current account, Capital account, Official reserve account, the J curve, Foreign exchange reserves - costs and benefits; BOP trends, Persistent current account deficits and surpluses among nations (Global Imbalances) and their repercussions; Shifting global dominance of the U.S.A.; Growing importance of a unified Europe and emerging Asia; Role of New Development Bank/ BRICS bank.

Unit II: International Financial Markets: International money markets, International credit markets, International bond markets International equity markets, futures and options on foreign exchange, currency and interest rate swaps, international portfolio investment and International stock markets; Regulatory asymmetry and its implications; Recycling of petrodollars.

Foreign exchange markets, The Eurocurrency market, Factors determining exchange rates – national / international, political and economic- direct and indirect quotations- spot rates, forward rates premium and discount and cross rates, Fixed versus floating exchange rate systems.

Basics of derivatives-forward exchange rate contracts, currency options, swaps and interest rate swaps, letter of credit mechanism and UCPDC/ URC/ Buyer's /Sellers credit, Bilateral trade, Counter trade, High seas sales.

International Financial Institutions: Evolution of The International Monetary and Financial System; Evolution of the international monetary system, bimetallism, Gresham's Law, classical gold standard, its strengths and weaknesses, inter war period, Bretton woods system, The World Bank and International Monetary Fund; Triffin's Paradox, Special drawing rights, Flexible exchange rate regime, Present arrangements including dollarization; The European Monetary Union - its costs and benefits; Regional development Banks.

Unit III: International Banking: Organizational features of international banking, Intermediation and resource allocation, Policy implications of international banking,



Correspondent banking - Bank accounts–NOSTRO and VOSTRO accounts– SWIFT, CHIPS, CHAPS, FEDWIRE, Resident representatives, Bank agencies, Foreign branches, Foreign subsidiaries and affiliates, Consortium banks; Role and function of overseas banking, Foreign lending, International lending policies and practices, Payment mechanism, Settlement system followed in US, UK, and Switzerland and Japan, Global trends and developments in international banking, International financial centres Offshore banking units, SEZs, Financial markets interdependence and securitization, Deregulation, Technology and financial innovations.

Offshore banking & offshore currency trading; Factors contributing to the growth of international banking and Eurocurrency trading, Regulatory asymmetry, Shadow banks; Bank failure and safety nets, Problem of moral hazard and systemically important financial institutions; Problems in regulating international banking, regulatory arbitrage; BIS and Basel Committee-Issues and challenges.

Unit IV: Financial Operations: Foreign direct investment and cross-border acquisitions, International capital structure and the cost of capital, International capital budgeting; Multinational working capital policy and cash management, Exports and imports, International tax environment, Corporate governance around the world.

Facilities to exporters and importers including forfeiting and factoring, NRI accounts – Indian rupee and foreign currency accounts, Risk and credit analysis, Management of foreign exchange risk, Analysis and control of foreign portfolio risk, Modern Portfolio Theory Oriented approach to assessment of the riskiness of foreign claims, loans to government and sovereign risk.

Unit V: Foreign Exchange Exposure and Risk Management: Foreign exchange exposure - economic exposure, transaction exposure, translation exposure, political exposure, interest rate exposure; Management of economic exposure, Management of, Management of translation exposure, Management of political exposure, Management of interest rate exposure; Hedging against foreign exchange exposure through mixed currency invoicing, Country risk analysis.

Exchange Rate Determination and Forecasting: Measuring exchange rate movements and volatility, Factors influencing exchange rates, Government intervention-direct and indirect intervention, Sterilized and non-sterilized intervention; Interest rate parity, covered and uncovered interest arbitrage.

International Parity Conditions: Interest Rate Parity, Hedging Transaction Risk in Money Market, Unbiasedness Hypothesis, Fischer Effect, International Fischer Effect, Purchasing Power Parity - absolute and relative; Real Exchange Rates, Forecasting exchange rates- technical approach, fundamental approach and efficient market approach; Mac PPP Standard; Management of foreign exchange risk.

Course Exit Learning Outcomes:

After successful completion of this course, students will be able to:

- Understand the role and functions of international financial markets, international financial institutions and international banks and develop skill in the use of techniques used for effective operations and working of multinational banks.*
- Understand the innovations in financial management in open economies with large volume of international trade under high international mobility of factors of production.*



- Identify and understand the opportunities and challenges of financial management in open economies due to large volumes of international trade and high international mobility of factors of production.
- Understand the implications of international investment decision making and development of investment and hedging strategies of multinational financiers and investors.

Suggested Readings:

1. Apte, P.G. *Multinational Financial Management*. Tata McGraw-Hill, New Delhi.
2. Baye, M.R. and Jansen, D.W., *Money Banking and Financial Markets*, AITBS
3. Bekaert, Greet & Hodrick, Robert J. *International Financial Management*. Prentice Hall.
4. Bose, R. N. *Fundamentals of International Banking*. Macmillan India Pvt Ltd.
5. Buckley, Adrian. *Multinational Finance*. Prentice Hall, New Delhi.
6. Eiteman, D.K., Stonehill, A. I. and Moffett, M.H. *Multinational Business Finance*. Pearson Education.
7. Eun, Cheol S. and Resnick, Bruce G. *International Financial Management*. Tata McGraw-Hill.
8. Maurice, Levi D. *International Finance*. Routledge.
9. Madura, Jeff. *International Financial Management*. Cengage Learning.
10. Madura, J., *International Corporate Finance*. Thomson South-Western.
11. Rajwade, A.V., *Foreign Exchange, International Finance, Risk management*, Academy of Business Studies.
12. Roussakls, E. N. *International Banking Principles and Practice*
13. Shapiro, Alan C. *Multinational Financial Management*. John Wiley & Sons Inc.
14. Sharan, V. *International Financial Management*. PHI Learning Pvt Ltd.

Note: Latest edition of text books may be used.



PAPER MAcctg23.06F. DERIVATIVE TRADING

Course Objectives:

The course aims at:

- *Providing the students integrated knowledge of derivative instruments and critical understanding of applications of relevant derivative instruments to hedge a position in underlying markets.*
- *Develop capability of students in undertaking critical analysis of alternative approaches to hedging against risk positions taken in underlying markets and the ability to offer value-driven and logical arguments for judgements.*
- *Develop the capability of students to identify, demarcate, analyse, and effectively address complex issues related to hedging with derivative instruments and apply practice-driven solutions with theory-driven arguments.*
- *Develop flexibility and adaptability of the students to apply specialised knowledge of derivative instruments and professional skills to practical hedging contexts.*
- *Demonstrate practical knowledge of how to hedge price risks of plastic, selected metals, gold, maize, wheat, sunflower, shares, bonds, interest rate, and foreign exchange with derivative instruments.*

Course Contents:

Unit I: Derivatives: Derivative instruments – Forwards, Futures, Options, Swaps, Arbitrage; Functions of derivatives, Underlying assets – Securities, Commodities, Currencies, Interest rates; Terminology - Long position, Short position, Spot position, Expiration date, Delivery price, Delivery date, Tick size, Trading cycle, Contango, Backwardation; Derivative contracts, Types of derivative contracts; Derivative trading, Derivative markets, Participants in derivative market, Economic function of the derivative market, Understanding interest rates and stock indices; OTC derivatives - Swaps, Swaptions, Forward Rate Agreements (FRAs); New derivative products and markets – Weather derivatives, Power derivatives, Gas derivatives, Carbon derivatives, Freight derivatives, Property derivatives; Clearing houses, Margin requirements, Daily price limits.

Risk in Derivatives: Credit risk, Market risk, Interest rate risk, Operational risk; Volatility, Measures of risk, Mitigation of risk, Strategies for risk management.

Unit II: Financial Derivatives Trading: Regulatory Framework. Clearing and Settlement of trades; Law of One price, Difference between futures and forward contracts; The General Models for Futures and Forward Prices.

Hedging with Futures Contracts: Futures contracts, Characteristic features, Specifications, Terms, Pricing of futures, Basis of risk; Expected price of contract, Cost of carry, Hedging with futures – Significance, Types of hedging, Strategies in hedging; Pricing of Futures: Cost of carry model, Collars, etc.

Hedging with Options Contracts: Features, Difference between Options and Futures/Forwards; Types of options – stock options, index options; Greeks: Delta, Gamma, Theta, Rho and Vega, Theta, Epsilon; Embedded options in Debt instruments; Warrants - Convertible Bonds; Call and/or Put option in a debt instrument, Caps, Floors; Terminology in options - Long call, Short put,

Covered call, Protective put; Barrier options, Compound options, Options on futures; Options framework, Options value, Risk in options; Pricing of options: Relationship between Premium and Exercise Price; Options pricing models – Binomial model, Black Scholes Option Pricing Model; Hedging with options, Options based hedging strategies – Bullish strategy and Bearish strategy – Strap, Straddle, Strangle; Application of option pricing theory in investment decisions.

Hedging Interest Rate Derivative Contracts: Objectives, Types; Rules for hedgers under falling interest rates; Rules for hedgers under rising interest rates.

Swaps: Significance, Types of swaps, Pricing of swaps, Risk in swaps, Currency swaps, Interest rate swaps; Valuation models.

Unit III: Currency Derivatives Contracts: International financial institutions; international money and capital markets; financial instruments and financial indicators; Foreign Exchange Exposure and Risk Management: Exchange rate determination, Exchange rate forecasting; foreign exchange exposure: Foreign currency markets - rate changes – short run exchange rate behaviour and long run exchange rate behaviour, Interest rates and currency swaps; Foreign exchange derivatives – Forward, futures, options and swaps; Management of transaction, translation and economic exposures; Currency futures contract -Features and Price Quotes, Hedging currency risk - Basis, Hedging, Optimal Hedge Ratio, Speculation and Arbitrage. Options Contracts: Features and Price Quotes, Risk Management. Swap contracts: Features, Market Quotations, Borrowing advantages, Counter-Party Risk, Swaps as a series of Forward Contracts; Pricing of Futures – Cost of carry model

Unit IV: Commodity Derivatives Contracts: Commodity trading markets – National Commodity Derivative Exchange (NCDEX); Underlying assets – Metals Gold, Silver, Cereals, wheat, sunflower, maize, Oil, Gas, Power, plastic, etc; Commodity derivatives – Futures, Options, Swaps, Arbitrage; Regulations, Trading and settlement system, Bonded Warehouses.

Unit V: Accounting for Derivatives: Accounting treatment in the books of client – Accounting on trading, Accounting for open interest on Balance Sheet date, Accounting on final settlement; Disclosures by companies - SEBI Guidelines.

Course Exit Learning Outcomes:

Upon the completion of this course, the student should be able to demonstrate:

- Integrated knowledge of and engagement in derivative instruments and critical understanding and advanced application of relevant derivative instruments to hedge a position in various underlying markets.*
- Critical analysis of alternative approaches to hedging against risks of positions taken in various underlying markets and the ability to offer value-driven and logical arguments for judgements.*
- Ability to identify, demarcate, analyse, and effectively address complex issues related to hedging with derivative instruments and apply practice-driven solutions with theory-driven arguments.*
- Flexibility and adaptability to apply their specialised knowledge of derivative instruments and professional skills to practical hedging contexts.*



□ Demonstrate practical knowledge of how to hedge price risks of: plastic, selected metals, gold, maize, wheat, sunflower, shares, bonds, interest rate, and foreign exchange with derivate instruments.

Suggested Readings:

1. Bodie, et al. *Investments*. McGraw Hill.
2. Chandra, P. *Investment Analysis and Portfolio Management*. Tata McGraw Hill.
3. Chew, Lilian: *Managing Derivative Risk*, John Wiley, New Jersey
4. Das, Satyajit: *Swap and Derivative Financing*. Probus
5. Elton, E. and Gruber. *Modern Portfolio Theory and Investment Analysis*. John Wiley and Sons.
6. Fischer, Donald E. and Ronald, J. Jordan. *Security Analysis and Portfolio Management*. PHI Learning.
7. Hull, J. C: *Options, Futures and other Derivatives*. Prentice Hall, New Delhi
8. Hull, J.C. *Fundamental of Futures and Options Markets*, Prentice Hall
9. Hull, J. C. and Basu. *Options, Futures and Other Derivatives*. Pearson.
10. Mayo, Herbert B. *Investments*. Thomson South Western.
11. Natenberg, S. *Option Volatility & Pricing: Advanced Trading Strategies and Techniques*. McGraw-Hill Education
12. Passarelli, D. *Trading Options Greeks: How Time, Volatility and Other Pricing Factors Drive Profits*. Jhon
13. Reilly, Frank K. and Brown, Keith C. *Investment Analysis and Portfolio Management*. Cengage Learning.
14. Sharpe, William F. and Alexander, Gordon J. *Investments*. PHI Learning.
15. Tripathi, V. *Security Analysis and Portfolio Management*. Taxman.

Note: Latest edition of text books may be used.



TAXATION SPECIALISATION

PAPER MAcctg23.05T. INTERNATIONAL TAXATION

Course Objectives:

This course aims to:

- Develop understanding of the students on issues related to taxation for corporate entities in constructive planning and managements of tax liability.*
- Develop understanding of the students on provisions in taxation laws and regulations on taxation of non-resident individuals, firms, trusts, funds and companies.*
- Develop understanding of the students on provisions in taxation laws and regulations on taxation and the scope of tax planning within the limitations provided.*
- Develop understanding of the students on double taxation avoidance agreements by the national governments with the governments of other countries and the scope of tax planning.*

Course Contents:

Unit I: International Taxation: Principles, Model Tax Conventions of the UN, the USA and the OECD; Basics of International Tax Structures; International Financial Centres at London, Hong Kong, and Singapore; International Financial Centres in Mumbai and Ahmedabad; Tax Heavens, Multinational Banks and International funds transfer arrangements.

Unit II: International Taxation: Provisions of the Income Tax Act 1961 and Income Tax Rules 1962 relating to international taxation; Double Taxation Relief Agreements 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], Taxation of Non-Resident Individuals (NRIs), HNIs, Firms, Sovereign Wealth Funds, Pension Funds, Trusts, and Foreign Companies; Tax Information Exchange Agreements, Anti-tax avoidance measures.

Tax Planning for Foreign Collaborations: Foreign collaborations and incidence of taxation on domestic companies and other assesses; Doubly taxed income and Double Taxation aspects - Provisions for relief in respect of double taxation - Unilateral and bilateral.

Unit III: Issues in International Taxation: Issues in taxation in case of Foreign Direct Investment, Foreign investment in Financial Markets by Sovereign Wealth Funds, Pension Funds, Trusts and HNIs; Cross border mergers and acquisitions; International Leasing arrangements.

Advance Pricing Agreement (APA): Concept and application; Liability under special cases, Settlement of cases (Sections 245A to 245 L), Advance Rulings - Tax Planning aspects.

Unit IV: Tax Planning and Transfer Pricing: Transfer price, Various approaches to determine profit of branches and associated enterprises; OECD Transfer pricing Guidelines; Multinational Enterprises and Tax Administration Guidelines; UN Transfer Pricing Guidelines for Developing countries; International Taxation and Transfer Pricing issues; Application of Generally Accepted Cost Accounting Principles and Techniques for determination of Arm's Length Price; Provisions in the Income Tax Act 1961 and the Income Tax Rules 1962 relating to Transfer pricing; Overview



of transfer pricing in India; Methods to curb tax evasion through Arm's Length Price and methods of its computation.

Unit V: Emerging Issues in International Taxation: Taxation of Digital economy and e payment portals; Foreign e Commerce Companies and their operations – Equalisation Levy Procedural and regulatory norms, Equalisation Levy Rules, 2016, Multinational Banks and their operations; Investment in Startups by Foreign Venture Capital Funds and Venture Capital Companies; Taxation of revenue from Internet advertisements.

Course Exit Learning Outcomes:

After successful completion of this course, students will be able to:

- Understand the issues related to taxation for corporate entities in constructive planning and managements of tax liability.*
- Understand the provisions in taxation laws and regulations on taxation of non-resident individuals, firms, trusts, funds and companies.*
- Understand the provisions in taxation laws and regulations on taxation and the scope of tax planning within the limitations provided.*
- Understand the provisions in double taxation avoidance agreements by the national government with governments of other countries and the scope of tax planning and using it for the purpose of minimising the tax liability.*

Suggested Readings:

1. Mittal, D. P. *Law of Transfer Pricing*. Taxman Publications Pvt Ltd. New Delhi
2. *Model Tax Conventions of the UN, the USA and the OECD*.
3. *The Equalisation Levy Rules, 2016*
4. *The Income Tax Act, 1961*
5. *The Income Tax Rules, 1962*

Note: Latest edition of text books may be used.



PAPER MAcctg23.06T. ADVANCED TAX PLANNING AND TAX MANAGEMENT

Course Objectives:

The course aims to:

- Develop detailed understanding of the students on various planning tools in direct taxation and impart knowledge for the use of the provisions of the direct taxes for decision making.*
- Develop understanding of students on issues related to taxation for corporate entities and their managements for decision making to facilitate constructive planning of tax liability.*
- Develop the ability and skill of the students to consider tax implication in business and financial decision, mergers and acquisitions and apply in investment situations in business.*

Course Contents:

Unit I: Tax Planning: Concept of tax planning and tax management, Tax evasion and tax avoidance; Rationale of corporate tax planning; Nature and scope of tax planning in companies; Importance of tax planning as a management decision; Objectives and basis of tax planning Minimizing tax liability, Tax evasion, Tax avoidance and Tax planning; Tax Planning and Corporate Planning.

Types of companies - Indian company, Domestic company, Foreign company, Investment company; Residential status of companies and tax incidence, clubbing of income; Taxation of Company - Computation of tax liability; Minimum Alternate Tax, MAT Provision, MAT Credit; Carry forward and set off of losses in case of certain companies; Deductions available to corporate assesses; Tax on profits; Taxation of purchase sale of units of Mutual funds; Long term capital gain and short term capital gain.

Unit II: Tax Planning and Nature of Businesses: Tax Planning and forms of business (Sole proprietorship, Partnership, LLP and Company); Tax Planning with reference to location of undertaking, Type of activities, Ownership pattern, Tax provisions for new businesses, Export business, Industrial undertakings and infrastructure development undertaking, Enterprises located in SEZs, Businesses in special category states, Hotel industry, Telecom industry, Entertainment industry, Information Technology Industry, Power, Shipping and Aircraft, Oil and Minerals, Venture capital fund, Mutual funds, Insurance, construction, and retail businesses related tax provisions; Deduction allowed to respective industries; (Sections 32AD, 33AB, 3ABA; Sections 35ABB, 35AD; and Sections 80-IA, 80-IAC, 80-IB, 80-IBA, 80-ID, 80-IE 80JJA); Case studies/Exercises.

Unit III: Tax Planning and Business Decisions: Tax planning with reference to specific management decisions such as Make or buy, Own or lease, Repair or replace; Tax planning with reference to Employee's remuneration; Tax planning with reference to receipt of insurance compensation; Tax planning with reference to distribution of assets at the time of liquidation; Double taxation relief – bilateral and unilateral relief related provisions; Provisions related to advance tax computation and payment procedure; Case studies/Exercises.

Tax Planning and Financial Decisions: Capital structure decisions; Dividend policy and tax on dividend, Types of dividends, Case study on dividend tax; Bonus Share; Investments and capital gains; Procurement of assets-Lease vs. purchase; Owning or leasing of an asset; Instalment vs Hire purchase or instalment purchase decision; Purchase of an asset out of own funds or out of

borrowed capital; Manufacturing or buying; Repairing, replacing, renewing or renovating an asset, Case studies/Exercises.

Tax planning and Managerial decisions: Capital structure decisions and tax planning; Tax planning through employees' remuneration – fringe benefit tax, ESOPs; tax consideration – make or buy, Close or continue, Sale in domestic market and exports, Replacement and capital budgeting decisions. Tax Planning-Scientific Research, Sale of assets used for scientific research; Private equity in capital structure, Case studies/Exercises.

Tax Planning and Business Reorganization: Tax Planning with reference to business restructuring and amalgamations; Demerger; Slump sale; Tax planning through conversion of a firm into a company; Conversion of sole proprietorship into company; Conversion of company into Limited Liability Partnership, Conversion of company into LLP; Conversion of sole proprietary into partnership firm; Tax planning through transfer of assets between holding and subsidiary companies, Case studies/Exercises.

Unit IV: Tax Planning for International Entities: Tax planning in respect of non-resident

Indians; Income by way of interest on NRO/ NRE accounts, Provisions under sections 115C – 115I; Double taxation relief; Tax Planning and Transfer pricing; Measures to curb tax evasion through Arm's Length Price and methods of its computation; Advance rulings; Advance Pricing Agreement, Case studies/Exercises.

Tax Planning in Foreign Collaboration: Doubly taxed income and Double Taxation aspects; Foreign collaborations and incidence of taxation on domestic companies and other assesses; Provisions for relief in respect of unilateral and bilateral double taxation, Case studies/Exercises.

Unit V: Tax Management: Advance payment of tax; Tax deduction/collection at source; Documentations, Returns of tax, Certificates Interest payable by assesses/governments; Collection and recovery of tax; Assessment, re-assessment, rectification of mistakes; Appeals and revisions; Preparation and filing of appeals with appellate authorities; Drafting of appeal; Statement of facts and statement of law; Penalties and Prosecutions: Provisions relating to undisclosed income/ investments (Sections 68,69A,69B,69C,69D); Settlement Commission; Search, seizure and survey; Transactions with persons located in notified jurisdictional area; General anti-avoidance rules; Tax clearance certificate; Securities transaction tax; Information Technology and Tax administration; Case studies/Exercises.

Income Tax authorities; Tax Deduction and Collection Account Number (TAN); Tax Information Network (TIN); Tax deduction at source – tax on salary, interest, dividend, interest other than interest on securities, winning from lottery, games, etc., Insurance commission and related provisions for deductions; Managerial remuneration and tax consideration; Income of others' liable for clubbing; Deductions under Sections 80C, 80CCD (1), 80CCD (1B), 80CCD (2), 80D, 80DD, 80DDDB, 80E, 80G, 80TTA, 80TTB; Rebate under Section 87A. Double taxation relief under Sections 90 and 91; Case studies/Exercises.

Course Exit Learning Outcomes:

After successful completion of this course, students will be able to:

□ *Develop detailed understanding on various planning tools in direct taxation and use the provisions of direct taxes for decision making.*



- *Develop understanding of taxation for corporate entities and use it for decision making to facilitate constructive planning of tax liability.*
- *Develop the ability and skill to undertake corporate tax planning independently or in a business set up.*

Suggested Readings:

1. Acharya. Shuklendra and Gurha. M.G. *Tax Planning under Direct taxes*. Modern Law Publications, Allahabad.
2. Ahuja. Girish. and Gupta, Ravi. *Corporate Tax Planning and Management*. Bharat Law House, Delhi.
3. Lakhotia, R.N. and Lakhotia, S. *Corporate Tax Planning Handbook*. Vision Books
4. Mittal, D.P. *Law of Transfer Pricing*. Taxman Publications Pvt Ltd., New Delhi
5. Singhanian. Vinod K. and Singhanian. Monica. *Corporate Tax Planning*. Taxman Publications Pvt Ltd., New Delhi.
6. The Income Tax Act, 1961
7. The Income Tax Rules, 1962

Note: Latest edition of text books may be used.



COST & MANAGEMENT ACCOUNTING SPECIALISATION

PAPER MAcctg23.05C. STRATEGIC PERFORMANCE MANAGEMENT

Course Objectives:

This course aim to:

□ *Develop knowledge and skills of the students in the application of management accounting techniques to quantitative and qualitative information for planning, decision-making, performance evaluation, and control in business set ups.*

□ *Analyse the performance of a business and its management by applying relevant knowledge, skills and professional judgement in selecting and applying strategic management accounting techniques in different business contexts to contribute to the planning, control and evaluation of the performance of an organisation and contribute to its strategic and operational development.*

Course Contents:

Unit I: Strategic Performance Management: Concept, Importance, Objectives, Principles of performance management – Planning, Organising, Staffing, Leading, Controlling; Key elements – Expectation setting, Planning, Development and improvements, Monitoring Periodic rating, Reward and compensation; Process of performance management – Planning, monitoring, reviewing, rewarding; Integrated strategic performance management measures – Financial, Customers, Business process, Linkage to suppliers and customers, Long term innovations; Alternative views on performance measurement and management.

Unit II: Strategic Performance Planning: Performance management strategy - Define organisational goals and objectives, Plan performance, Measure performance, offer feedback frequently, Peer review, Pre-emptive management, Discuss and review outcomes, Recognition and reward;

Information Systems for Strategic Performance Management: Performance management information systems - Sources of management information; Recording and processing systems and technologies, Data analytics, Management reports; Information flow and its consolidation in multi-locational setting.

Control System for Strategic Performance Management: Control system and its applications; Responsibility Accounting-Meaning and Methodology, Types of Responsibility centres, Organizational structure of responsibility centres; Objectives, Pricing corporate services, Divisional performance and transfer pricing issues; Administration of transfer pricing; Strategic management accounting; Impact of external factors on performance management; Performance hierarchy; Business structure and management accounting; Other related environmental and ethical issues.

Unit III: Strategic Performance Measurement: Strategic performance measures in private sector organisations; Measurement of quality of performance; Performance measurement and strategic human resource management; Behavioural aspects of performance measurement; Strategic performance measures in not for- profit organisations; Non-financial performance indicator; Impact of risk and uncertainty on performance management.



Strategic performance management in process-oriented organisations – Establishment of Vision, Mission, Strategy, Assessment of process performance, Priorities in process improvement, Evaluation and management of improvements in performance.

Unit IV: Corporate Performance Management: Need, Importance; Historical Overview; Product costing in price estimates and profit management; Techniques to measure and enhance profitability and quality of products and services; Activity Based Management, Target costing, Kaizen costing; Benchmarking and environmental costing; Flexible Budgeting, Activity-based Budgeting. Setting of performance goals and incentives, Use of diagnostic tools and control systems to achieve goals; Case studies/Exercises.

Strategic Profitability Analysis: Measuring performance using Economic Value Added (EVA) methodology; Comparison between Returns on Investment (ROI) and EVA methodology measures of performance; Measurement of Corporate Performance through Balanced Score Card and its value creation potential; Rationality behind Balanced Score Card; Performance dimensions of the Balanced Score Card; Throughput Accounting; Activity Based Costing (ABC), Activity Based Management (ABM), Strategic Cost Management System (SCMS), Quality Management System (QMS), Business Process Re-engineering (BPR); Case studies/Exercises.

Unit V: Strategic Performance Issues in Complex Business Structures: Linkage and alignment of strategies to organisational goals, Continuous performance measurement to remain competitive at all times; Individual performance, Group performance, Organisation performance, Team appraisal, Role clarity, Predicting and preventing corporate failure; Case studies/Exercises.

Course Exit Learning Outcomes:

On successful completion of this course, the students shall be able to demonstrate:

- Use strategic planning and control models to plan and monitor organisational performance*
- Assess the impact of risk and uncertainty on organisational performance.*
- Identify and evaluate the design features of effective performance management information and monitoring systems and recognise the impact of developments in technology on performance measurement and management systems.*
- Apply appropriate strategic performance measurement techniques in evaluating and improving organisational performance*
- Advise clients and senior management on strategic business performance evaluation and on recognising vulnerability to corporate failure.*

Suggested Readings:

1. Adler, Ralph W. *Strategic Performance Management – Accounting for Organisational Control*. Taylor & Francis Group.
2. Bhaskar, Preeti. *Performance Management and Strategic Planning*. Symbiosis Centre for Management Studies, Noida
3. Gupta, Nikhil. *Strategic Performance Management and Business Valuation*. CMA



4. Jablonski, Marek. *Strategic Performance Management – New Concepts and Contemporary Trends*. Nova Publishers.
5. Kenny, Ralph W. *Strategic Planning and Performance Management*. Kobo Publishers.
6. Marr, Bernard. *Strategic Performance Management*. Nova Publishers.
7. Waal, Andrede. *Strategic Performance Management – A Managerial and Behavioural Approach*.

Note: Latest edition of text books may be used.



PAPER MAcctg23.06C. RISK MANAGEMENT

Course Objectives:

This course aims to:

- *Provide the students with integrated knowledge of risk management and critical understanding and application of relevant risk management frameworks, methods and techniques relevant to the field of risk management;*
- *Advance the ability and skill of the students for effectively apply risk management methods and techniques with a view to manage risk within an organisation;*
- *Provide understanding to the students of techniques for critical analysis of alternative approaches to managing the risk within an organisation and the ability to offer value-driven and logical arguments for judgements;*
- *Develop the ability and skill of the students to identify, demarcate, analyse, and effectively address complex issues related to risk management within an organisation and apply the same in practice.*

Course contents:

Unit 1: Introduction: Concept of risk, Difference between risk and uncertainty, Types of risks – Market risk, Credit risk, Liquidity risk, Interest rate risk, Operational risk, Off Balance Sheet risk, Foreign Exchange risk, Sovereign risk, Insolvency risk; Concept of Enterprise Risk Management (ERM); Risk management – Approaches to risk Management; Risk Management strategies; Risk Exposure - Meaning, Determination of risk exposure – Macro approach, Micro approach; Risk Assessment - Meaning, Measures for risk assessment - Evaluation of internal control procedures; Techniques used - Questionnaires, Flowcharts; Internal audit and External audit, coordination between the two audits; Risk management - Meaning, Measures for risk management.

Unit II: Market Risk Management: Market risk, Types of market risk, Calculation of Market risk exposures; Market risk and Norms; Value-at-Risk (VaR) Methodology – Factors affecting VaR, Statistical Issues in VaR computation; Foreign Exchange risk exposure — Sources of Foreign exchange exposure risk, Foreign Asset and Liability Positions, Interaction of Interest Rate, Inflation and Exchange Rates, Hedging Market risk; Dynamic Hedging Strategies.

Unit III: Treasury Risk Management: Role of treasury function; Types of treasury risks – Interest rate risk, Commodity price risk, Foreign exchange risk; Interest Rate Risk Management - Analysis of Interest Rate Risk, Concepts of Term Structure of Interest Rates and Yield Curve, Inseparability of Interest Rate Risk and Credit Risk, Interest Rate Risk Safety Zone; Measuring Interest Rate Risk – Gap Analysis; Asset – Liability Repricing and Repricing risk, Duration and Convexity; Simulation Models – Interest Rate Risk Measurement; Interest Rate Risk Immunization, Yield Curve Smoothing, Interest Rate Derivatives. Use of financial derivatives to hedge interest rate risk; Foreign Exchange Exposure and Risk - Exchange rate determination, Exchange rate forecasting; Foreign currency market operations; Hedging currency risk - Foreign exchange derivatives – Forwards, Futures, Options and Swaps contracts; Management of transaction, translation and economic exposures; Foreign Exchange Risk Management - Introduction, Need, Objectives of Risk Management, Techniques of Risk Management, Accounting Treatment of Financial Derivatives; Hedge Accounting: Cash flow hedge and Fair value hedge



Unit III: Management of Operational and Off-Balance Sheet Risks: Off Balance Sheet Risk Exposures – Loan Commitments, Commercial Letters of Credit and Letters of Undertaking, Derivatives, Bank Guarantees and Deposit Insurance; Nature of Off-Balance Sheet Risks; Operational Risks - Sources of Operational Risk, Measurement of Operational Risk, Operational Risk and Norms, Mitigating Operational Risk; Sovereign Risk - Sovereign Risk Events, Debt Repudiation versus Debt Rescheduling, Evaluation of Sovereign Risk, Mechanisms for dealing with Sovereign Risk Exposures, Debt for Equity Swaps.

Unit IV: Management of Cyber Risk: Cyber Crimes - Introduction, Computer crime and cybercrimes; Distinction between cybercrime and conventional crimes; Kinds of cybercrimes - cyber stalking, cyber terrorism, Forgery and fraud, Crimes related to IPRs, Computer vandalism; Cyber forensic - Definitions under IT Act, 2000 Contemporary Business Issues in Cyber Space; Management of risk in - Internet, Web Centric Business, E Business, Electronic Governance, Instant messaging platforms, Social networking sites and mobile applications, Security risks, Cyber jurisdiction, Domain name dispute and their resolution, E-forms; E-Money, Regulations of Pre-Payment Instruments (PPI), Electronic Money Transfer, Privacy of Data and Secure Ways of Operation in Cyber Space.

Cyber Laws: Need for cyber laws, International scenario of cyber laws; Law relating to cyber-crimes, hacking, web vandals, cyber fraud and cheating, e-mail spamming, cyber pornography, inappropriate web linking practices, international libel laws and liability of ISPs cyber squatter, domain name disputes, copy right protection in cyber world, software piracy, software patents, taxation issues in e-commerce; Protection to cyber consumer in India; the Information Technology Act 2000, Objectives, Salient features, Definitions, Provisions regarding Digital signature, Authentication of electronic records. Electronic governance, Attribution, Acknowledgment and dispatch of electronic records, Secure electronic records and Secure digital signatures, Regulation of certifying authorities, Digital signature certificates, Duties of subscribers, Penalties and adjudication, Appellate tribunal, offences.

Unit V: Risk Management in Banking and Insurance Sectors:

Risk in Banks: Nature of risk - Credit risk, Liquidity risk, Interest rate risk, Market risk, Off balance sheet risk, Currency risk, Operational risk. Risk measurement and risk management; Credit Risk Management - Credit risk exposures, Types of credit risk, Credit events, Credit quality Problems and Credit rating; Credit Risk Measurement Models – Merton's Model; Credit Risk Measurement and Basel Norms; Managing Credit Risk - Credit Derivatives and Securitization; Asset Liability Management - Concept, Role of Asset Liability Management in managing Interest rate risk and Liquidity risk, the RBI guidelines; Liquidity Risk Management - Liability-side and Asset-side Liquidity Risk, Types of Liquidity Risk, Risk events, Inter-linkage between Liquidity Risk and Credit Risk, Measuring Liquidity Risk, Managing Liquidity Risk – Choice of Liability Structure and Arrangement of Line of Credit.

Risk Management in Insurance: Legal aspects of insurance contract, Loss assessment and Loss control, Control of malpractices and Mis-selling, Exclusion of perils, Actuaries, Computation of insurance premium, Risk in claim investigation system and Claim settlement system.

Course Exit Learning Outcomes:

Upon the completion of this course, the student should be able to demonstrate:

□ *Integrated knowledge of and engagement in risk management and critical understanding and application of relevant risk management frameworks, methods and techniques relevant to the field of risk management.*



- *Advance ability to effectively apply risk management methods and techniques with a view to manage risk within an organisation.*
- *Critical analysis of alternative approaches to managing the risks within an organisation and the ability to offer value-driven and logical arguments for judgement.*
- *Ability to identify, demarcate, analyse, and effectively address complex issues related to risk management within an organisation and apply the same in practice.*
- *Critical understanding of risk management strategies of an organisation, including the use of general strategies of risk identification and management in order to establish and monitor appropriate systems of internal control.*

Suggested Readings:

1. Ahmad, F. *Cyber Law in India*. Pioneer Books, and New Era Law Publication
2. Bakshi and Suri. *Cyber and E- commerce Law*. Bharat Publishing House, New Delhi.
3. George, E, Rejda. *Principles of Risk Management and Insurance*. Pearson Education
4. Greenstein & Feinman. *Electronic Commerce- Security, Risk Management and Control*. Tata McGraw Hill.
5. Gupta. P.K. *Insurance and Risk Management*. Himalaya Publishing House
6. Joseph, P. *E-commerce*. Prentice Hall India.
7. Khan, M. Y. *Financial Services*. Mc Graw Hill Education.
8. National Insurance Academy. *General Insurance Business Operations and Decision Making*. Cengage Learning.
9. Murthy, C.S.V. *E-commerce*. Himalaya Publishing House
10. Pathak, Bharati. *Indian Financial System*. Pearson Education.
11. Peter, Borscheid and Niels, Viggo Haueter. *World Insurance*. Oxford University Press.
12. Senn, J.A. *Information Technology in Business*. Prentice Hall.
13. Sharma J. P. and Kanojia, S. E. *Business and Cyber Laws*. New Delhi. Bharat Law house Pvt Ltd.
14. Sharma, Renuka and Mehta, Kiran. *Insurance*. Cengage Learning.
14. Sharma, V. *Hand Book of Cyber Laws*. Macmillan Publication.
15. Vaughan, E.J. and Vaughan, T. *Fundamental of Risk and Insurance*. Wiley & Sons.

Note: Latest edition of text books may be used.



AUDITING SPECIALISATION

PAPER MAcctg23.05Au - STANDARDS ON AUDIT

Course Objectives:

This course aims to:

- Develop deeper understanding and create awareness and sensitivity of the students about the standards on Audit.*
- Develop expertise among the students for compliance with the requirements of standards on audit.*

Course Contents

Unit I: General Principles and Responsibilities: 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; 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; SA 250 Consideration of Laws and Regulations in an Audit of Financial Statements; SA 260 (Revised) Communication with those Charged with Governance; SA 265 Communicating Deficiencies in Internal Control to those Charged with Governance and Management; SA 299 Responsibility of Joint Auditors; SA 300 Planning an Audit of Financial Statements; SA 315 Identifying and Assessing the Risks of Material Misstatement through Understanding the Entity and Its Environment; SA 320 Materiality in Planning and Performing an Audit; SA 330 The Auditor's Responses to Assessed Risks; SA 402 Audit Considerations Relating to an Entity Using a Service Organisation; SA 450 Evaluation of Misstatements Identified during the Audit.

Unit II: Audit Evidence: SA 500 Audit Evidence Estimates and Related Disclosures; SA 501 Audit Evidence – Specific Considerations for Selected Items; SA 505 External Confirmations; SA 510 Initial Audit Engagements—Opening Balances; SA 520 Analytical Procedures; SA 530 Audit Sampling; SA 540 Auditing Accounting Estimates including Fair Value Accounting Estimates and Related Disclosures; SA 550 Related Parties; SA 560 Subsequent Events; SA 570 (Revised) Going Concern; 26. SA 580 Written Representations.

Unit III: Using Work of Others: SA 600 Using the Work of Another Auditor; SA 610 (Revised) Using the Work of Internal Auditors Information in Documents Containing Audited Financial Statements; SA 620 Using the Work of an Auditor's Expert.

Unit IV: Reporting: SA 700 Forming an Opinion and Reporting on Financial Statements; SA 705 Modifications to the Opinion in the Independent Auditor's Report; SA 706 Emphasis of Matter Paragraphs and Other Matter Paragraphs in the Independent Auditor's Report; SA 710 Comparative Information – Corresponding Figures and Comparative Financial Statements; 34. 720 The Auditor's Responsibility in Relation to Other Information in Documents Containing Audited Financial Statements.

Unit V: Audit in Specialised Areas: SA 800 Special Considerations-Audits of Financial Statements Prepared in Accordance with Special Purpose Frameworks; SA 805 Special



Considerations-Audits of Single Financial Statements and Specific Elements, Accounts or Items of a Financial Statement; SA 810 Engagements to Report on Summary Financial Statements.

Course Exit Learning Outcomes:

After completion of this curriculum the student will be able to demonstrate:

- Understanding, awareness and sensitivity towards the standards on Audit.*
- Ability to ensure compliance with the standards on audit*
- Competence and expertise in the area of effective audit.*

Suggested Readings:

1. Collings, Steve. (2018). *A Practical Guide to Accounting and Auditing Standards*. Bloombury Professional
2. MacLochlainn, Niall, Dunlea, Aidan. (1995). *Auditing Standards: A Quick Reference*. OAK Tree Press
3. Willborn, Walter. (1993). *Audit Standards: A Comparative Analysis*. ASQ

Note: Latest edition of text books may be used.



PAPER MAcctg21.06Au - INFORMATION SYSTEMS AUDIT

Course Objectives:

This course aims to

- Develop understanding of the students about the information system and the information system audit.*
- Develop ability and expertise among the students for information system audit.*

Course Contents:

Unit I: Information Systems: Need, Scope, Auditing software, Information Technology for business – Role and functions; General controls, Logical Access controls, Physical and Environmental Security, Data Backup and Recovery, Network Security, Information Technology Application Control: Computer Assisted Audit – Audit requirements, Audit planning, Audit quality assurance; Audit methodology – Pre-Audit activities, Sampling, Evidence gathering, Audit observations, Audit Report; Information Systems Auditor - Role and Competence.

Unit II: Information Systems Audit: Information Systems Audit Process – Interviewing Key-personnel, Testing Information system controls, Customer satisfaction surveys, Assignment performance surveys, Review of documents, Documentation of observations, Audit Report, Follow up activities.

Unit III: Business Continuity Management Audit: Business Continuity Management Activities, Audit Scope, Policy and Procedures, Establish Audit Objectives, Data Centre Documentation, Risk Assessment, Business Assessment Analysis, Training, Maintenance, Review of Documents, Recording Observations, Audit Report.

Unit IV: Data Centre Audit: Backup Procedures, Security Environment, Security Procedures, Data Centre Policies and Procedures, Data Centre Personnel, Data Centre Equipment; Data Centre Audit, Audit Process; Review of Documents, Interview with Key Personnel, Recording Observations, Audit Report.

Unit V: E Commerce Audit: Types of E Commerce, Risk in E Commerce, Electronic Payment Systems, Risk in Payment Systems, Frauds in E Commerce; E Commerce Audit Approach– Evaluation of Business Aspects, Risk Assessment, Identification and Authentication of System and records, Data Validation and Authentication, Data Storage Integrity, Compliance with Regulations and Best Practices, Third Party Services, Audit Report.

Course Exit Learning Outcomes:

After completion of this curriculum the student will be able to demonstrate:

- Understanding of the role and function of the information system in business operations.*
- Competence and expertise in the area of information system audit.*
- Ability to undertake effective information system audit.*

**Suggested Readings:**

1. Gibson, Davnil and Igonor, Andy. (2020). *Managing Risk in Information Systems*. Jones & Bartlett Learning.
2. Hall, James A. (2015). *Information Technology Auditing*. Cengage Learning
3. Isaca. (2015). *Security Audit and Control Features SAP ERP*. Isaca.
4. Kegerreis, Mike Shiller, and Mike Davs, Chris. (2019). *IT Auditing Using Controls to Protect Information Assets*. Jones & Bartlett Learning.
5. Musaji, Yusufali F. (2002). *Integrated Auditing and ERP System*. Wiley
6. Natan, Ron Ben (2005). *Implementing Data Base Security and Auditing*. Elsevier Digital Press.
7. Skalk, Steven L. Golden, Thomas W. and Clayton, Mona M. (2011). *A Guide to Forensic Accounting Investigation*.
8. Weiss, Martin Solomon, Michael G. (2010). *Auditing IT Infrastructures for Compliance*.
9. ICAI (2009). *Technical Guide on Information Systems Audit*. Sahitya Bhawan Publications, Agra

Note: Latest edition of text books may be used.

**SEMESTER IV**

| Courses | | No. of Credits | Max Marks | Teaching Hours | Tutorial Hours | Practical Hours | Total Hours |
|--------------------------------------|-----|----------------|------------|----------------|----------------|-----------------|-------------|
| 1. Contemporary Issues in Accounting | CC | 4 | 100 | 36 | 12 | 16 | 64 |
| 2. Research Report (Thesis) | SEC | 20 | 500 | 12 | 24 | 284 | 320 |
| Total | | 24 | 600 | 48 | 36 | 300 | 384 |

PAPER MAcctg24.01. CONTEMPORARY ISSUES IN ACCOUNTING**Course Contents:**

The Department shall select before launching of the batch of students, 6 contemporary issues in Accounting from Indian and International research journals and the presentations made at the Indian (IAA and IAARF) Conferences and International (AAA, IAERF, IFAR, IIAER, Accounting Historians) Conferences, identify 2 high quality research papers on each issue ($2 \times 2 = 4$ Indian and $4 \times 2 = 8$ International) total 12 Research papers on 6 Contemporary Issues in Accounting that comprehensively explore each identified issue in Accounting and the Departmental Committee shall approve the same.

The students shall be required to review each of the research paper. The reviews shall be presented and discussed at a seminar organised by the Department for this purpose.

Questions shall be set at the semester examination to test the knowledge and understanding of the students on the identified, reviewed and discussed contemporary issues in Accounting.



PAPER MAcctg24.02. RESEARCH REPORT (THESIS)

Course Contents:

For the Research Report in Accounting the students shall first select a research problem from his specialization, prepare a synopsis and after approval of the Research Problem by the Departmental Research Committee shall undertake research under a supervisor allocated by the Department.

Through the guided development of research, the student shall learn to identify a research problem, set objectives, formulate research questions, undertake review of literature, develop research instruments and serve them to selected target respondents, collect and analyse the data, learn citations and referencing as per the Protocol, and develop the research report using sustained argument linking theory and evidence.

For monitoring the progress or research work the candidate may be required to make monthly presentations before the Departmental Research Committee

The Dissertation shall be evaluated as per University Regulations.

Exit Learning Outcomes of the Qualification:

Upon the completion of this module, the student should be able to demonstrate:

- Contemporary higher-level knowledge and competence in the fields of Financial Accounting, Cost Accounting, Management Accounting, Taxation, Auditing and Assurance and Finance.*
- Integrated knowledge of the research process – the skills to plan a research project, undertake literature review and empirical analysis, undertake interpretation of the results and come to conclusions.*
- Competency in identifying research problem, identify research objectives, research questions, undertake review of literature, methodology of data collection, data analysis using statistical and econometric methods and technology to analyse the data, interpreting the results and presenting the findings in a written research report;*
- Acceptable behaviour within the academic environment, inclusive of adherence to the requirements of rules on plagiarism and copyright, and the ability to interact and collaborate effectively with others whilst taking co-responsibility for his/her own learning and research progress.*
- Capability to groom and develop competent researchers who are capable of contributing to the advancement of knowledge in the field of Accounting.*
- Capabilities to groom researchers in order to ensure that the research leadership and scholarly activity in Accounting is widened in the country.*

Note: Students shall practice solution of numerical exercises in courses where numerical exercises are involved in ‘Accounting Laboratory’.

ADD-ON COURSES

1. Pre-requisite: A student from any discipline registered for Bachelor degree of the university shall be eligible to offer and qualify at one or more Add-on courses during bachelor degree.

2. Credits: The student shall earn credits on qualifying at these Add-on Courses.

3. Marks- Sheet and Certificate: A separate Marks-sheet and Certificate shall be issued to the qualifying candidate for each Add-on course.

COURSE CREDITS

| Course | Credits Paper 1 | Credits Paper 2 | Total Credits |
|---|-----------------|-----------------|---------------|
| 1. Insurance Business | 4 | 4 | 8 |
| 2. Computerized Financial Accounting | 4 | 4 | 8 |
| 3. Computerized Statistical Data Analysis | 4 | 4 | 8 |
| 4. Micro Finance Business | 4 | 4 | 8 |
| 5. Security Analysis and Portfolio Management | 4 | 4 | 8 |
| 6. Electronic Banking & e payment Operations | 4 | 4 | 8 |
| 7. Goods and Services Tax (GST) – Accounting and Documentation, | 4 | 4 | 8 |
| 8. Income Tax – Accounting and Documentation, | 4 | 4 | 8 |

1. INSURANCE BUSINESS

| Paper | Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|-------|----------------------------|----------------|---------------|---------------|----------------|-----------------|-------------|
| 1. | Life Insurance Business | 4 | 100 | 40 | 16 | 8 | 64 |
| 2. | General Insurance Business | 4 | 100 | 40 | 16 | 8 | 64 |
| | Total | 8 | 200 | 80 | 32 | 16 | 128 |

Course Objectives:

The course aims to:

□ *Develop understanding of the students with the concept of insurable risk and the basic principles, functions and working of the Life insurance and General insurance business.*

□ *Equip the students with the knowledge and understanding of marketing the insurance products and provide service to the clients on selecting an appropriate policy, handling the payment of premium and settlement of the claims of Life insurance and General insurance business.*



PAPER AOC1.01: LIFE INSURANCE BUSINESS

Course Contents:

Unit I: Insurable Risk: Types of risks facing businesses and individuals; Need for Security against economic difficulties, risk and uncertainty to individuals and business; risk management – process and methods; Insurance and Risk Management -Concept of insurance, importance and types; Essential requirements and principles of insurance; Insurance and risk management; Risk and uncertainty, Classification of risks, Sources of risk-external and internal, Risk management; General insurance and life insurance; Methodology of insurance – elements, identification and quantification of risk exposures of enterprises, assessing individual's and enterprise's financial ability to bear risk and designing insurance programmes needed, Rating insurance covers and containing insurance costs, Purchase of insurance and insurance administration; Underwriting, reinsurance and other functions.

Unit II: Growth of Insurance Business in India: Evolution, structure, nature of insurance business, liberalization in insurance sector, Impact of the changing business environment on insurance industry; Legislative insurance framework – Insurance Act, 1938, Life Insurance Act, 1956; Insurance Regulatory and Development Authority (IRDA) Act 1999 - Objectives, Powers and functions, Role of IRDA, Delegation of powers, establishment of Insurance Advisory Committee, powers to make regulations. Tax implications of insurance, Legal aspects, Consumer rights, Insurance reforms in India; Overview of insurance sector in India; Role of insurance in economy, reinsurance; Bancassurance;

Unit III: Life Insurance: Concepts, policies and pricing; History of insurance, definition, nature, role and importance of insurance, insurance contract, kinds of insurance, process of insurance; nature of life insurance contract, principles, policy conditions and policies of life insurance; Life Insurance risk - Factors governing sum assured. Methods of calculating economic risk in life insurance proposal, Measurement of risk and mortality table. Calculation of premium Treatment of sub-standard risk. Life Insurance fund valuation and investment of surplus payment of bonus; Life Insurance Policies: Types and their applicability to different situations, Important life insurance policies issued by the life Insurance Corporation of India, Life insurance – enquiries, Important legal provisions and judicial pronouncements in India; Life Insurance Contract: Distinguishing characteristics. Utmost Good Faith Insurable Interest, Caveat Emptor, Unilateral and aleatory nature of contract, Proposal and application form warranties. Medical examination policy, Construction and delivery, Policy provisions on lapse, revival, surrender value, paid-up policies, maturity, nomination and assignment, suicide and payment of insured amount, Loan to policy holders.

Unit IV: Life Insurance Business in India: Organisation and management; Saving and investment policies of insurance companies in India, Tax benefits under insurance policies; Insurance pricing – insurance costs and computation of premium, rider premium, expected claim costs, administrative costs, bonuses, surrender value and paid up value, Technology in insurance sector; Life insurance products, plans and riders of life insurance; Policy forms & other document, nominations & assignments, alterations and revivals of lapsed policies; Nominations, Title and claims, Concept of trust in life insurance; insurance and pension, computation of premium and discounts; **Marketing of Life Insurance Products:** Rules of agency Essential qualities of an ideal life insurance salesman. Rules for canvassing for business from prospective customers; After sales service to policy holder; Pricing of insurance products; Valuation, underwriting, Overview of actuarial science.

Unit V: Case studies:

- (a) Life Insurance Corporation of India
- (b) Max Life Insurance or any other private sector Life Insurance company.



PAPER AOC1.02: GENERAL INSURANCE BUSINESS

Course Contents:

Unit I: General Insurance: Origin and growth of General Insurance, Principles of general insurance; Types of general insurance, Laws relating to general insurance, Organization and management of general insurance; Role of general insurance in economy; Principles and policies of fire and marine insurance; Motor vehicles insurance; Property and Liability Insurance. Accident in Motor Insurance - Nature, disclosure, terms and conditions, claims and recovery, third party insurance, compulsory motor vehicle insurance.

Unit II: Fire, Marine and Health Insurance:

Fire Insurance: Nature, Types of fire policies, subrogation, double insurance, contribution, proximate cause, claims and recovery.

Marine Insurance: Nature and scope, Laws relating to marine insurance, Types of marine policy, insurable interest, disclosure and representation, insured perils, proximity cause, voyage, warranties, measurement of subrogation, contribution, underinsurance; Liability Insurance.

Health Insurance: Objectives, Individual health insurance; Group health insurance; Public Health Sector, Employee State Insurance Scheme, Health Insurance Products, features and classification; Personal accident and disability cover; Overseas travel.

Unit III: General Insurance Business in India – Its organisation and management; Insurance and capital market in India; Insurance and taxation; Documentation - proposal forms, first premium receipt/renewal premium receipt, policy contract, endorsements, renewal notice/bonus notices, other insurance documents; Concepts of reinsurance, Bancassurance; Claim operations – concept, basic procedure, settlements, legal aspects, claim documents.

Unit IV: Management of General Insurance Business: General insurance policies, distribution channels for insurance, direct marketing; Role of professional specialists/insurance intermediaries – brokers, underwriters, surveyors, actuaries, Specific challenges they face; Regulations for agents – licensing, advertisement; Protection of policy holders' interest regulations; Business planning; Attitude toward insurance cover; Insurance Finance - Adjustment of Losses and Claims Compensation.

Risk Management in General Insurance: Legal aspects of insurance contract, Loss Assessment and Loss control, Control of Malpractices and Mis-selling, Exclusion of perils, Actuaries, Computation of insurance premium.

Marketing of General Insurance Products: Rules of agency Essential qualities of an ideal insurance salesman. Rules for canvassing for business from prospective customers; After sales service to the policy holder

Unit V: Case studies

- (a) The General Insurance Corporation of India
- (b) The Policy Bazar

Course Exit Learning Outcomes:

Upon the completion of this course the student should be able to demonstrate

- Understanding of Life insurance and General insurance products available in the market.*
- Develop confidence to market the Life insurance and General insurance products.*
- Equip himself with confidence to advise the clients in selecting appropriate policies and supporting the customers in the payment of premium against the policies, and in settlement of claims.*

**Suggested Readings:**

1. Indian Institute of Banking and Finance. *Insurance Products (including Pension Products)*. Taxman.
2. Khan, M. Y. *Financial Services*. Mc Graw Hill Education.
3. National Insurance Academy. *General Insurance Business Operations and Decision Making*. Cenage Learning.
4. Pathak, Bharati. *Indian Financial System*, Pearson Education.
5. Peter, Borscheid and Niels, Viggo Haueter. *World Insurance*. Oxford University Press.
6. Sharma, Renuka and Mehta, Kiran. *Insurance*. Cengage Learning.
7. Vaughan, E. J. and Vaughan, T. M. *Essentials of Risk Management and Insurance*. Wiley Inc.
8. Insurance Laws and Manuals, Taxman.

Note: Latest edition of text books may be used.

2. COMPUTERIZED FINANCIAL ACCOUNTING

| Paper | Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|-------|--|----------------|---------------|---------------|----------------|-----------------|-------------|
| 1. | Computerised Financial Accounting | 4 | 100 | 32 | 16 | 16 | 64 |
| 2. | Computerised Financial Accounting Operations | 4 | 100 | 16 | 16 | 32 | 64 |
| | Total | 8 | 200 | 48 | 32 | 48 | 128 |

Course Objectives:

The course aims to:

- Provide understanding to the students of the fundamentals of financial accounting, requirements of computerised accounting, financial documents, records and books of accounts.
- Equip the students with adequate knowledge and expertise in the use of software and e packages in recording financial transactions, developing financial documents, preparing the books of financial accounting and other records as per the requirements of business.

PAPER AOC2.0I: COMPUTERISED FINANCIAL ACCOUNTING

Course Contents:

Unit I: Computerized Accounting: Computerised Accounting Systems: Basics of Computerised accounting systems - Meaning, Importance; Difference between computerized accounting and manual accounting; Software programs for computerized accounting; Factors affecting selection of suitable Computerised accounting software; Procurement and installation of Computerised accounting software.

Using an Accounting Software: Create, Select, shut, and delete a Company; setting security features of company; Date and Period features; Configure and Features settings; Backup and Restore data of a Company

Unit II: Book Keeping and Accounting: Accounting Concepts; Accounting Groups; Accounting Equation; Accounting Cycle; Double Entry System of Book Keeping; Accounting Standards, Indian Accounting Standards (Ind As) and their requirements;

Creating Accounting Ledgers and Groups: Single Create Vs. Multiple Create, creating ledger under a group and entering opening balance.

Unit III: Stock Accounting: Stock Groups, Stock Categories, Unit of measure, Godown Stock item; Creating Stock Items and Groups; Creating Unit of Measurement, Creating Stock Groups using Single or multiple create feature under an existing group, Creating Stock items using Single or multiple feature under an existing group.

Voucher and Entry in Books of Accounts: Types of vouchers; Selection of voucher type for transactions; Vouchers for income and Expenditure; Vouchers Entry: Voucher Number and date



settings, Voucher entry with more than one debit or credit accounts, Editing and deleting a voucher, Printing of Voucher and Cheque.

Multiple Price list Quotation Purchase Enquiry; Order Performa Invoice, Sales Purchase & Rejection Voucher; Additional Purchase; Effective Rates Invoice.

Unit IV: Maintaining Books of Accounts: Entering financial transactions in books of original entry – Journal, Ledger, Cash Book, Rectification of Errors; Preparation of Trail Balance.

Generation of Reports: Cash Book, Ledger Accounts, Trial Balance; Development of Income Statement, Profit and Loss Account, Cash Flow Statement and Balance Sheet.

Unit V: Generation of Tax Records, Documents and Reports: Accounting for Goods and Service Tax: Accounting for Income Tax; Tax Deducted at Source, Tax Collected at Source; Assessment of Tax liability; Self-Assessment and Payment of Tax; Final Assessment and Settlement of Tax Liability;

Computerised Auditing: Internal Audit, Statutory Audit, Voucher verification, Verification of related party transactions; Auditing in Computerized Accounting system; CAAT: Various Tools.



PAPER AOC2.02: COMPUTERISED FINANCIAL ACCOUNTING OPERATIONS

Course Contents:

Unit I: Accounting Database Management: Use of MS Excel and other software packages such as Tally. ERP 9, QuickBooks India, Zoho Books, MargERP 9+, Vyapar, myBooks, Busy Accounting, Logic. Specific features of each and their requirements; Identification and selection of appropriate software for business.

Unit II: Spreadsheet and its Business Applications: Spreadsheet concepts, Managing worksheets; Formatting, conditional formatting, Entering data, Editing, Printing and Protecting worksheets; Handling operators in formula; Projects involving multiple spreadsheets, Organizing Charts and graphs; Working with Multiple worksheets; Controlling worksheet views, Naming cells and cell ranges.

Spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and Reference, Database functions, Text functions and Error functions.

Working with Data: Sort and filter; Consolidate; Tables; Pivot tables; What-if-analysis; Goal seek; Data tables and Scenario manager; Data analysis ToolPak: Descriptive Statistics, Moving averages, Histogram, Covariance, Correlation and Regression analysis.

Creating Business Spreadsheet: Loan and Lease statement; Ratio Analysis; Payroll Statements; Capital Budgeting; Constraint optimization, Assignment Problems, Depreciation Accounting; Graphical representation of data; Frequency distributions and their statistical parameters; Correlation and Regression Analysis

Unit III: Accounting using Tally: Creation of Company Gateway of Tally Menu Buttons, Features and Continuation; Accounting Group Ledger, Cost Category, Currency; Voucher Types and Classes; Accounts Vouchers; Reversing Journal; Memorandum Voucher, Optional Voucher, Post-dated Voucher, Bill wise details, Interest; Money Receipt and Cheques, Debit and Credit Notes

Creating and Configuring New Company Accounts: Account masters' maintenance, Account vouchers maintenance, inventory master's maintenance.

Unit IV: Inventory Management: Inventory vouchers maintenance; Reports, Business management and advanced usage, Accounting and inventory report, MIS reports, Budget and scenario management, Forex management, Manufacturing, Group company, Payroll, Tax.

Unit V: Skill Development - Maintaining Records and Books of Accounts: Stock Journal, Manufacturing Journal, Delivery Note; Receipt Note; Rejection In /Out; Tracking Numbers Stock Summary; Godown and Batch details Query; Report Configuration Option, Inventory Books. Statements with options and formats Splitting of Data. Creation of New Year Books. Preparing Balance Sheet Profit & Loss Account, Trial Balance, Registers, Outstanding Interest Calculations; Bank Reconciliation; Consolidation of Group and Company Accounts.

For Skill development:

(1) The Department shall purchase and install the necessary technology and software and equipment the Department Laboratory, and engage and develop competent and skilled faculty to guide and supervise the students.



(2) The students would be given adequate time to practice in the Laboratory using the installed hardware and software.

Course Exit Learning Outcomes

Upon the completion of this course the student should be able to demonstrate:

- Knowledge and understanding of the principles of double entry system, books of accounts maintained in business and the Indian Accounting Standards (Ind As) as applicable in their case.*
- Develop understanding and adequate proficiency in the use of computer hardware and software packages for recording and analysis of financial transactions and vouchers in the books of accounts of a business.*
- Develop capability to develop the documents and maintain the books of accounts and records of a business.*

Suggested Readings:

1. Agarwal, Garima. *Computerised Accounting*: Himalaya Publishing House.
2. Chheda, Rajesh. *Learn Tally. ERP 9 with GST and E-way Bill*: Ane's Student Education.
3. Grewal, T.S. *Introduction to Accountancy*. S. Chand and Co.
4. Gupta, R.L and Gupta, V.K. *Principles and Practice of Accounting*. Sultan Chand & Sons.
5. Haneef and Mukherjee. *Accountancy I*. Tata McGraw Hill Company.
6. Jain, S.P. and Narang, K.L. *Accountancy I*, Kalyani Publishers.
7. Jawahar Lal. *Financial Accounting*. Himalaya Publishing House.
8. Maidasani, Dinesh. *Mastering Tally*: Firewall Media
9. Nathani, Ashok K. *Tally ERP 9 Training Guide*. BPB Publications
10. Sahgal, Deepak. *Fundamentals of Financial Accounting*. Tax Man Publication.
11. Tally Education Pvt Ltd. *Official Guide to Financial Accounting using Tally ERP 9 with GST*
12. *Tally ERP 9 book advanced user*, Swayam Publication (www.tallyerp9book.com)
13. Tarang, *Tally ERP 9*. Computer World Publications.
14. Tulsiani, *Accountancy I*: Tata McGraw Hill Company
15. Yogeshwaran, G. *Computerised Accounting*. PBP Publications.

Note: Latest edition of text books may be used.

3. COMPUTERIZED STATISTICAL DATA ANALYSIS

| Paper | Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|--------------|--|----------------|---------------|---------------|----------------|-----------------|-------------|
| 1. | Statistical Data Analysis Techniques | 4 | 100 | 32 | 12 | 20 | 64 |
| 2. | Computerised Statistical Data Analysis | 4 | 100 | 20 | 12 | 32 | 64 |
| Total | | 8 | 200 | 52 | 24 | 52 | 128 |

Course Objectives:

The course aims to:

- Provide knowledge and understanding to the students of the methodology of collection and analysis of data using statistical methods.
- Equip the students with the use of software and electronic packages in the process of analysis of statistical data and testing their significance for the intended use.

PAPER AOC3.01: STATISTICAL DATA ANALYSIS TECHNIQUES

Course Contents:

Unit I: Collection of Statistical Data: Primary and Secondary data, Sources of Data Collection, Questionnaires, Personal Interview and Observation Methods; Presentation of Statistical data; Classification and Tabulation of Data, Graphical Representation of Data.

Unit II: Measures of Central Tendency and Dispersion: Mean (A.M., G.M., H.M.), Median, Mode and Quartiles. Measure of Dispersion: Range, Quartile Deviation, Mean Deviation, Variance and Standard Deviation; Skewness and Kurtosis.

Unit III: Correlation and Regression: Coefficient of Correlation – Karl Pearson’s Method of calculating Coefficient of Correlation for two variables; Regression – Regression equations for two variables; Determination of Regression Coefficient and Estimation and forecasting using Regression Coefficient.

Unit IV: Time Series Analysis: Time Series Data; Components of Time series; Additive and Multiplicative models. Trend analysis; Fitting of trend line using principle of Least squares – Linear, Second degree parabola and Exponential; Shifting of Origin and Conversion of annual linear trend equation to quarterly/monthly basis and vice-versa; Moving averages. Seasonal variations- Calculation of Seasonal Indices using Simple averages, Ratio-to-trend and Ratio-to-moving averages methods; Uses of Seasonal Indices.

Unit V: Probability and Mathematical Expectation: Basic Concepts, Profitability Rules, Statistical Independence and Dependence, Marginal Probability, Joint Probability, Conditional Probability, Bayes Theorem, Expected Value of a Random Variable, Some Properties of Expected Values.

Probability Distributions: Discrete Distributions (Binominal Distribution and Poisson Distribution), Continuous Distributions (Normal, Exponential and Uniform Distribution)



PAPER AOC3.02: COMPUTERISED STATISTICAL DATA ANALYSIS

Course Content:

Unit I: Sampling Theory and Survey Instruments: Meaning, Importance and Limitations, Probability and Non- Probability Sampling Techniques; Identification of Respondents; Development of Survey Instruments, Testing the survey instruments and Collection of data through survey; Secondary data sources and Collection of data from secondary sources; Reliability and Validity of data.

Unit II: Testing of Significance of Results: Parametric and Non-parametric tests; Testing the significance of results using Parametric and non-parametric tests; Testing the hypothesis and Interpretation of results.

Unit III: Skill Development - Data Analysis using Microsoft Excel: Spreadsheet - Concepts, Managing worksheets; Formatting, Conditional formatting, Entering data, Editing, Printing and Protecting worksheets; Handling operators in formula, Project involving multiple spreadsheets, Organizing Charts and Graphs; Working with Multiple worksheets; Controlling worksheet views, Naming cells and cell ranges.

Spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and Reference, Database functions, Text functions and Error functions

Working with Data: Sort and filter; Consolidate; Tables; Pivot tables; What-if-analysis: Goal seek; Data tables and Scenario manager; Data analysis ToolPak: Descriptive Statistics, Moving averages, Histogram, Covariance, Correlation and Regression analysis.

Creating Business Spreadsheets: Loan and Lease statement; Ratio Analysis; Payroll Statements; Capital Budgeting; Constraint optimization, Assignment Problems, Depreciation Accounting; Graphical representation of data; Frequency distribution and its statistical parameters; Proficiency in using Statistical and other functions contained therein related to formation of frequency distributions and calculations of Averages, Measures of dispersion, Correlation and Regression Analysis; Accounting ratios; BSE SENSEX and NSE NIFTY.

Unit IV: Skill Development – Data Analysis using Statistical Package: User Manual, Preparing data, fusing or analysis, basic usage of software (import/export of data, commands like open, save, etc., Applying Basic Statistical Analysis; Quantitative and Qualitative data Analysis, Descriptive analysis, Testing the significance of one variable, two variables and multi-variables data; Security and control of information systems.

Unit V: Recent Trends in Computing: Tools of business collaboration: emails, wikis, File sharing, Screen sharing, Web presenting, Work scheduling; Cloud computing - Meaning, Types of cloud services: IaaS, PaaS, SaaS; Grid Computing; Virtualization; Green Computing; E-Commerce- meaning, Business models, Electronic Data Interchange (EDI), Payment Gateways; Internet of Things (IoT); Ethical and Social dimensions in the use of technology for data analysis.

For Skill development:

- (1) The Department shall purchase and install the necessary technology, equipment and software and engage and develop competent and skilled faculty to guide and supervise the students.
- (2) The students would be given adequate time to practice in the Laboratory using the installed hardware and software.

**Course Exit Learning Outcomes:**

Upon successful completion of this course the student should be able to demonstrate:

- Understanding of the Statistical methods used for collection and analysis of data.*
- Understanding of computer hardware and software packages and their capability and usage in the analysis of data.*
- Develop instruments and collect data by conducting sample surveys and collect data from secondary sources.*
- Analyse the data using computer software, test their significance and interpret the results.*

Suggested Readings:

1. Budnick, P. *Applied Mathematics*. McGraw Hill Publishing Co.
2. Elmasari, Ranez and Shamkant B. Navathe, *Fundamentals of Database Systems*, Pearson Education
3. Gupta, S.C. *Fundamentals of Statistics*, Himalaya Publishing House.
4. Gupta, S.P. and Gupta, Archana. *Elementary Statistics*. Sultan Chand and Sons, New Delhi.
5. Jain, Hem Chand and Tiwari, H. N. (2019). *Computer Applications in Business*, Taxman Publications.
6. Levin, Richard and Rubin, David S. *Statistics for Management*, Prentice Hall of India, New Delhi.
7. Madan, Sushila, *Computer Applications in Business*. Scholar Tech Press.
8. Mathur, Shruti and Jain, Pooja. *Computer Applications in Business*. Galgotia Publishing Company
9. Mizrahi and John Sullivan. *Mathematics for Business and Social Sciences*. Wiley and Sons.
10. *Schaum's Outlines Series*. McGraw Hill Publishing Co.
11. Sharma, J. K. *Business Statistics*. Pearson Education.
12. Sharma, S.K. and Bansal, Mansi. *Computer Applications in Business*. Taxman Publications.
13. Spiegel, M.R. *Theory and Problems of Statistics*,
14. Thukral, J.K. *Mathematics for Business Studies*, Mayur Publications
15. Vohra, N. D. *Business Mathematics and Statistics*, McGraw Hill Education (India) Pvt Ltd
16. Wayne, Winston. *Data Analysis & Business Modelling*, PHI.

Note: Latest edition of text books may be used.

4. MICRO FINANCE BUSINESS

| Paper | Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|--------------|------------------------------------|----------------|---------------|---------------|----------------|-----------------|-------------|
| 1. | Micro Finance | 4 | 100 | 32 | 16 | 16 | 64 |
| 2. | Micro Finance – Indian Experiences | 4 | 100 | 32 | 16 | 16 | 64 |
| Total | | 8 | 200 | 64 | 32 | 32 | 128 |

Course Objectives:

This course aims to:

- Provide the students clearer understanding of various policies and conceptual and operational issues involved in financial inclusion and developing effective and successful microfinance interventions.
- Provide understanding to the students of practices of microfinance institutions in India and other developing countries, the governance structures of these organizations, the issues they confront, and the importance of microfinance for the SME and in rural credit with special reference to India.

PAPER AOC4.01: MICRO FINANCE

Course Contents:

Unit I: Financial Inclusion: Concept of financial inclusion; Challenges involved in measuring financial inclusion; Impediments to financial inclusion; Role of financial inclusion in reducing poverty and income inequality, Evidence-based examples of policies to support healthy and sustainable financial inclusion.

Unit II: Microfinance: Need and rationale of microfinance, Microfinance as a development tool: Meaning and scope, products and services, Relevance of Micro Finance; Microfinance and rural financial services, Innovative and creative microfinance models, Impact of microfinance, Financial products and services. Agricultural microfinance. Supply, Intermediation and Regulations of Microfinance: Supply of microfinance, intermediation, Microfinance distribution models, Regulations and supervision.

Unit III: Microfinance Credit Lending Models: Credit lending models, *Bangladesh Grameen Bank (BGB) Model*, Its replications in India, Differences between Self Help Groups (SHG) and Joint Liability Groups (JLG) Model, SHG-bank linkages programmes in India, SHG clusters and federations. Risks in Microfinance Institutions: Types of risks in microfinance, Risks in agricultural microfinance, Strategies for risk minimization.

Unit IV: Social Rating, Credit Rating and Impact Assessment in Microfinance: Social rating, Measuring social performance, Social rating of MFIs by M-CRIL, Credit rating models in MFIs, Component of analysing Indian SHGs, Impact assessment of microfinance, Approaches and methods of impact assessment Marketing in Microfinance Institutions: Market research in microfinance, Marketing environment for microfinance, Market segmentation in microfinance, Competition in MFIs, Customer retention in microfinance, Outreach of microfinance, Product development in MFI. Microfinance and Development: Microfinance and women empowerment, Microfinance and health, Microfinance, Micro entrepreneurship and business development, Microfinance and education, Microfinance and networking and linkage building, Challenges in microfinance sector.

Unit V: Case Study:

- (a) The Bangladesh Grameen Bank (BGB)



(b) The Self-Employed Women Association (SEWA)

PAPER AOC4.02: MICRO FINANCE – INDIAN EXPERIENCES

Course Contents:

Unit I: Rural Credit in India: Factors influencing rural credit agencies, Role of rural credit in rural development, Evolution and growth of rural credit system in India. Rural credit to non-farm sector, Credit for small and marginal entrepreneurs, Role of Government institutions towards facilitating rural credit, Rural financing for small scale and cottage industries.

Unit II: Overview of Microfinance in India: Evolution and character of microfinance in India, Microfinance delivery methodologies, Legal and regulatory framework of microfinance; Infrastructure and rural technology management.

Micro Credit in India: Evolution and growth. Commercial microfinance, Micro finance by Financial Cooperatives, Effective Interest rates.

Unit III: Micro Finance and Financial Inclusion in India: Financial inclusion, Micro credit, Consultancy and Training to groups, Market support to beneficiaries, Social and economic upliftment of beneficiaries.

Unit IV: Strategic Issues in Microfinance: Sustainability, Scale, Opening New Markets, Gender issues, Housing Microfinance; NGO Management, Role in rural development management; Revenue Model of Microfinance - Profitability, Efficiency and Productivity; Accounting in Rural development management.

Emerging Issues in Marketing of Micro Finance: Challenges faced by the micro finance entities; Change in the sources of funding of the micro finance institutions; Critical evaluation of the working of micro finance industry, the problem of mission drift; RBI and Microfinance; Commercial Banks and Microfinance.

Unit V: Case Studies - From Micro Finance to Commercial Banking: Indian Experiences

(a) Bandhan Micro Finance to Bandhan Bank

(b) Ujjivan Micro Finance to Ujjivan Small Finance Bank

Course Exit Learning Outcomes:

Upon the completion of this course the student should be able to demonstrate,

Understanding of various policies, conceptual, and operational issues involved in financial inclusion and developing effective and successful microfinance interventions.

Understanding of the practices of microfinance institutions in India and other developing countries, the governance structures of these organizations, the issues they confront, and the importance of microfinance in financial inclusion and in financing the SMEs and rural credit with special reference to India.



□ *Work in a non- governmental set up and contribute to successful working of a micro finance institution.*

Suggested Readings:

1. Dichter, T. and Harper, M. *What's wrong with Microfinance?* Intermediate Technologies Publications Ltd.
2. Drake, D. and Rhyne, E. *The Commercialization of Microfinance: Balancing Business and Development.* Kumarian Press, Inc. Bloomfield, CT.
3. Fisher, Thomas and Sriram, M.S. *Beyond Micro-Credit: Putting Development Back into Microfinance.* Sage-Vistaar Publication.
4. Gahte, Prabhu. *Microfinance in India: A State of the Sector Report 2007.* Sage Publications Pvt Ltd.
5. Karmarkar, K.G. *Microfinance in India.* Sage Publications Pvt Ltd.
6. Ledgerwood, J. *Microfinance Handbook: An Institutional and Financial Perspective.* World Bank Publications.
7. Padmanabhan, K. P. *Rural Credit: Lessons for Rural Bankers and Policy Maker.* ITDG Publishing.
8. Panda, Debadatta K. *Understanding Microfinance.* Wiley India Pvt Ltd.
9. Wahlen, Samuel. *Microfinance: An Economic Analysis of Banking to the Poor.* Archway Publishing.

Note: Latest edition of text books may be used.

5. SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT

| Paper | Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|--------------|----------------------|----------------|---------------|---------------|----------------|-----------------|-------------|
| 1. | Security Analysis | 4 | 100 | 40 | 12 | 12 | 64 |
| 2 | Portfolio Management | 4 | 100 | 40 | 12 | 12 | 64 |
| Total | | 8 | 200 | 80 | 24 | 24 | 128 |

Course Objectives:

The course aims to:

- Provide the students with basic knowledge of different aspects the financial system, financial markets, investment in securities, analysis of risk and returns and valuation of securities.
- Provide knowledge to the students of practical aspects of investment analysis for securities selection, portfolio development, portfolio risk analysis and management of a portfolio of securities.

PAPER AOC5.01: SECURITY ANALYSIS

Course Contents:

Unit I: Investment: The Investment environment, Various investment alternatives, Risk return trade off; Investment decision process; Risk aversion; Types of investors; Risk-Return analysis, Impact of taxes and inflation; Types and sources of returns and risks and their measurement; Diversification and Hedging; Socially responsible investing; Ethical issues in investing; Contemporary issues in investment management.

Unit II: Investment in Securities: Meaning and avenues of investment, Concept of risk and return, Determinants of required rates of return, Relationship between risk and return, Security risk and return analysis and measurement; financial assets – type and their characteristics including derivatives; asset allocation decision; Individual investor life cycle; Organisation and functioning of financial markets in India - Primary capital markets, Secondary markets, Financial intermediaries, Listing of securities, Securities trading, Securities settlement, Regulation of markets, Evaluation of securities, Stock exchanges - their functions and operations.

Unit III: Analysis of Fixed Income Securities: Bond fundamentals; Types of bonds; Innovations in bond market; Valuation of bonds; Bond yields - Yield to Maturity, Yield to Call and Realized Annual Yield; Bond price - yield relationship; Bond convexity; Malkiel Bond Theorems; Risks in bonds- Interest rate risk, Price risk, Reinvestment risk, Inflation risk, Default risk; Analysis of risks in bonds; Bond Duration, Modified duration and their measurement; Bond portfolio management including immunized bond portfolio.

Unit IV: Analysis of Equity Instruments: Approaches to security valuation; Fundamental Analysis- Economic Analysis, Industry Analysis, Company Analysis (EIC framework); Equity Valuation Models - DDM, P/E Ratio model and Free Cash Flow Valuation approach; Forecasting P/E ratio. Technical Analysis – Basic premise and Dow theory; Types of charts and Chart patterns; Moving average analysis; Market indicators and stock specific indicators; Odd lot theory; Efficient market hypothesis (EMH); Forms of market efficiency and their implications; Tests of different forms of market efficiency;



Unit V: Security Analysis and Management Strategies: Efficient market hypothesis, Macro-analysis and micro-valuation of the stock market; Fundamental analysis, Economic analysis, Industry analysis, Company analysis and stock valuation; Technical analysis – techniques, DOW theory; equity portfolio management strategies – passive versus active management strategies; Analysis and management of fixed income securities; Bond fundamentals, Analysis and valuation of bonds, Bond portfolio management strategies – passive, semi-active and active strategies.

PAPER AOC5.02: PORTFOLIO MANAGEMENT

Course Contents:

Unit I: Portfolio Analysis: Meaning, Importance, Objectives, Various issues in portfolio construction and revision; Portfolio analysis, diversification, portfolio risk and return; The concept and significance of portfolio; Calculation of portfolio return and risk; Risk aversion and capital allocation to risky assets and risk-free asset; Optimal risky portfolio; Optimal complete portfolio;

Unit II: Portfolio Selection: Markowitz portfolio selection model; Sharpe's Single Index Model and Optimal portfolio construction; Capital market theory- Capital market line (CML) and concept of market portfolio; Tobin's Separation Theorem; Capital Asset Pricing Model (CAPM) and its extensions; Stock market anomalies - Size effect, Value effect, Seasonality effect, Overreaction effect; Arbitrage Pricing Theory and Multifactor Asset Pricing Models including Fama French Five Factor Model; Investment strategies- Value investing, Momentum and Contrarian strategies;

Unit III: Portfolio Valuation: Valuation principles and practices; Value from Financial Statement analysis, Theory of valuation, Security valuation process, Valuation of alternative investments, Relative valuation techniques.

Unit IV: Portfolio Management: Importance of asset allocation; Portfolio performance evaluation and management; SEBI guidelines on portfolio management; Asset management, Managed portfolios, Professional money management companies, Investment in alternative asset classes; Active and Passive Portfolio Management;

Unit V: Portfolio Performance Evaluation: Portfolio performance evaluation, Performance measurement techniques, Risk adjusted measures of performance evaluation, Evaluation criteria and procedures, Evaluation of bond portfolio performance, Reporting investment portfolio performance. Sharpe index, Treynor Index, Jensen's Alpha, Information ratio, Fama's decomposition measure.

Course Exit Learning Outcomes

Upon the completion of this course the student should be able to demonstrate:

- Knowledge and understanding of different aspects of the financial system, financial markets, investment in securities, analysis of risk and returns and valuation of securities.*
- Understanding of the practical aspects of analysis of investment in securities, Selection of appropriate securities for investment, portfolio risk analysis and Management of a portfolio of securities.*
- Work in a team of financial planners and wealth managers and provide support to clients in Wealth Management.*

**Suggested Readings:**

1. Alexander, Shampe and Bailey. *Fundamentals of Investments*. Prentice Hall of India
2. Bhat, S. *Security Analysis and Portfolio Management*. Excel Books, New Delhi.
3. Brahmiah, A. and Subba Rao, P. *Financial Futures and Options*. Himalaya Publishing House.
4. Chandra, Prasanna. *Security Analysis and Portfolio Management*. Tata McGraw Hill Publishing company, New Delhi.
5. Fischer, D. E. and Ronald, J. J. *Security Analysis and Portfolio Management*. Prentice-Hall of India, New Delhi.
6. Hangen: *Modern Investment Theory*. Pearson Education.
7. Kahn: *Technical Analysis – Plain and Simple*. Pearson Education.
8. Kevin, S. *Security Analysis and Portfolio Management*. PHI learning Pvt Ltd. New Delhi
9. Pandian, P. *Security Analysis and Portfolio Management*. Vikas publishing house Pvt Ltd. Noida
10. Ranganatham, M. and Madhumathi, R. *Investment Analysis and Portfolio Management*. Pearson Education, New Delhi.

Note: Latest edition of text books may be used.

6. ELECTRONIC BANKING & E PAYMENT OPERATIONS

| Paper | Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|--------------|--------------------------------|----------------|---------------|---------------|----------------|-----------------|-------------|
| 1 | Electronic Banking | 4 | 100 | 42 | 12 | 10 | 64 |
| 2 | Electronic Banking in Practice | 4 | 100 | 24 | 16 | 24 | 64 |
| Total | | 8 | 200 | 66 | 28 | 34 | 128 |

Course Objectives:

The objectives of this course are to:

- Provide knowledge and understanding to the students of Electronic banking, its techniques and tools and its use in the management of business professionally.
- Give knowledge, understanding and practice in the use of electronic devices and software to the students for Electronic banking and e payments and their use in the management of business professionally.

PAPER AOC6.01: ELECTRONIC BANKING:

Course Contents:

Unit I: Online Business Transactions: Rationale of transacting online, E-commerce applications in various industries such as banking, insurance, payment of utility bills and others, e-marketing, e-tailing, Online services, e-auctions, Online portal, Online learning, e-publishing and e-entertainment, Online shopping, etc.

Unit II: Electronic Banking: Early developments, Magnetic Ink Character Recognition (MICR) in E-Cheque - Meaning and Advantages, Disadvantages; Business process Re-Engineering with E-Services; Transformations in Indian Banking Industry with Information Technology; Traditional Banking and Electronic Banking, Functions of E-Banking; Service Quality in E- Banking and Traditional Banking, E-Builder Solutions: E Cheques and Digital Signatures, E- Purse, Digital Certificates; E-Locking Techniques and its Services.

Unit III: Risks Management in E-Banking: Tools and techniques used for risk analysis, Risk coverage and risk management; E-Banking and security - Introduction, Need for security, Security Concepts, Privacy-Survey Findings of Security Attack and Cyber Crimes; E-Banking security – Meaning and Issues; Security threats in the E-commerce environment; Security intrusions and breaches, Attacking methods like hacking, sniffing, cyber-vandalism, etc.; Technology solutions such as encryption, Security channels of communication, Protecting networks, Servers and Clients.

Unit IV: Legal Aspects of E-Banking: Information Technology Act 2000, Provisions related to offences, Secure electronic records, Digital signatures, Penalties and adjudication. Legal Issues - Cyber Security, Cyber Crimes, Public Key Infrastructure, Electronic Payment System and Internet Banking; Commercial Websites.

Unit V: E-Banking in India: Procedure, Programmes Components, Online Banking, Advantages and Limitations; Recent Trends in E-Banking Services; Role of Banking institutions, Non-banking institutions, Startups and cyber security and App developers; Prospects of E-Banks in India.



PAPER- AOC6.02: ELECTRONIC BANKING AND E - PAYMENT OPERATIONS

Course Contents:

Unit I: Privacy in Electronic Banking: Encryption – Meaning, Process, Cryptogram, Cryptanalyst, Cryptography; Types of Cipher Systems, Code Systems; Cryptography-Cipher decipher, Jumbling, Asymmetric, Data Encryption Standard (DES).

Unit II: Electronic Records: Authentication of Electronic Records; Legal Recognition of Electronic Records; Legal Recognition of Digital Signatures; Applications and usage of Electronic records and Digital Signatures in Government and its Agencies; Retention of Electronic Records, Intermediaries and their liabilities; Attribution, Acknowledgement and Dispatch of Electronic Records; Secure Electronic Records and Digital Signatures.

Regulatory Framework: Regulation of Certifying Authorities; Appointment and Functions of Controller; License to issue Digital Signatures Certificate; Renewal of License; Controller's Powers; Procedure to be Followed by Certifying Authority; Issue, Suspension and Revocation of Digital Signatures Certificate, Duties of Subscribers; Penalties and Adjudication; Appellate Tribunal; Offences; Overview of GDPR; Indian data protection regime.

Unit III: Electronic Transfer of Funds: Financial Transaction Terminals (FTT) - Meaning, Advantages and Disadvantages; Funds Transfer Systems; National Electronic Fund Transfer (NEFT), Society for Worldwide Interbank Financial Telecommunications (SWIFT) and international funds transfers;

Unit IV: E-Payment System: E-payment Methods - ATMs (Fixed and Mobile), Debit cards, Credit cards, Smart cards, E-Money, E-Wallets; Online Banking, Internet Banking, Tele-Banks, Digital signatures - Procedures and legal position; Payment gateways; Online banking- Concepts, importance; Electronic fund transfer; Automated Clearing House. Automated Ledger Posting.

Emerging modes and systems of E-payment: MPaisa, PayPal, Paytm, PhonePay, GooglePay and other digital payment systems. E-payments risks; Electronic Fund Transfer Problems.

Skill development: Practical exposure of Electronic Banking operations, Electronic transfer of funds and E Payment Systems in secure learning environment.

For Skill development:

(1) The Department shall purchase and install the necessary technology and equipment and engage and develop competent and skilled faculty to guide and supervise the students in Electronic Banking and E Payment Systems.

(2) The students would be given adequate time to practice in the Laboratory using the installed hardware and software.

Unit V: Case studies

(a) Paytm

(b) UPI

(c) SBI - YONO



Course Exit Learning Outcomes

Upon the completion of this course the student should be able to demonstrate:

- Understanding of Electronic banking, its techniques and tools and their use in the management of business professionally.*
- Knowledge, understanding of Electronic banking operations and its use in the management of business professionally*
- Use electronic banking and electronic payment systems in a business set up and also provide customer support in electronic banking operations and electronic payment systems operations.*

Suggested Readings:

1. Agarwala, Kamlesh N., Lal, Amit and Agarwala, Deeksha. *Business on the Net: An Introduction to the Whats and Hows of E-commerce*. Macmillan India Ltd.
2. Bajaj, K. K. and Debjani, Nag. *E-Commerce*. Tata McGraw Hill Company, New Delhi
3. Chhabra, T.N. Jain, Hem Chand, Jain, Aruna. *An Introduction to HTML*. Dhanpat Rai & Co
4. Dietel, Harvey M., Dietel, Paul J., and Steinbuhler Kate. *E- Business and E- Commerce for Managers*. Pearson Education.
5. Diwan, Parag and Sharma, Sunil. *Electronic Commerce- A Manager's Guide to E-Business*. Vanity Books International, Delhi
6. Elias, M. Awad. *Electronic Commerce from Vision to Fulfilment*. PHI Publications.
7. Kosiur, David. *Understanding Electronic Commerce*. Prentice Hall of India Private Ltd, New Delhi.
8. Kumar, A. *Cyber Laws*. Book Age Publications, New Delhi
9. Turban, E., et.al. *Electronic Commerce: A Managerial Perspective*. Pearson Education Asia.
9. Whiteley, David. *E-Commerce*. McGraw Hill, New York.

Note: Latest edition of text books may be used.

7. GOODS AND SERVICES TAX LAW, ACCOUNTING AND DOCUMENTATION

| Paper | Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|--------------|---|----------------|---------------|---------------|----------------|-----------------|-------------|
| 1 | Goods and Services Tax (GST) Law and Practice | 4 | 100 | 40 | 12 | 12 | 64 |
| 2 | GST - Computerised Accounting and Documentation | 4 | 100 | 16 | 24 | 24 | 64 |
| Total | | 8 | 200 | 56 | 36 | 36 | 128 |

Course Objectives:

This course aims to:

- Develop a detailed understanding in the students of law and practice of Goods and Services Tax and the application of its provisions in a business set-up.
- Develop a detailed understanding in the students of documents, records, books of accounts and tax returns, and the requirements for the payment of Goods and Services Tax using computer hardware and software packages in a business set-up.

PAPER AOC7.01. GOODS AND SERVICES TAX LAW AND PRACTICE

Course Contents:

Unit I: Introduction: Constitutional framework of indirect taxes before GST (taxation powers of Union and State Governments); Concept of VAT: Meaning, Variants and Methods; Major defects in the structure of indirect taxes prior to GST; Rationale for GST; Structure of GST (SGST, CGST, UTGST and IGST); GST Council; GST Network; Compensation Mechanism for States.

Unit II: Levy and Collection of GST: Taxable events, Supply of goods and services; Place of supply: Intra-state, Inter-state, Import and Export; Time of supply; Valuation for GST, Valuation rules; Taxation of reimbursement of expenses; Exemption from GST: Small supplies and Composition scheme; Classification of goods and services: Composite and Mixed supplies.

Threshold Exemption and Registration: Registration procedure, Amendment of registration, Cancellation of registration, Revocation of cancellation of registration; Classification of Goods and Services under GST for Rate Purposes.

Unit III: Input Tax Credit: Eligible and ineligible input tax credit; Apportionments of credit and blocked credits; Tax credit in respect of capital goods; Recovery of excess tax credit; Availability of tax credit in special circumstances; Transfer of input credit (Input Service Distribution); Payment of taxes; Refund; Doctrine of unjust enrichment; TDS; TCS; Reverse Charge Mechanism; Job work.

Unit IV: Filing of Tax Returns: Procedure for Filing of tax returns of GST, Matching tax credits and due dates; Payment of tax, Interest and Levy of Late fees. Assessment: Self-assessment;



Summary and scrutiny; Taxability of e-Commerce; Anti-profiteering; Avoidance of dual control; e-way bills; Zero-rated supply;

Unit V: Audit, Inspection, Search and Seizure: GST Audit and Assessment; GST authorities - Power and proceedings (bifurcation between Central & States); Self-assessment, Provisional assessment, Summary assessment and Scrutiny of returns; Anti-profiteering; Avoidance of dual control; Offences and penalties; Appeal and Revision of assessment; Demands and Recovery; Advance Rulings; Tax deduction at sources and Advance tax statements.

Customs Law - Basic concepts; Territorial waters; High seas; Types of custom duties; Valuation; Baggage rules and Exemptions.

Note: The developments in the GST Act and Regulations up to 30th June of immediate preceding year shall be considered as part of the curriculum.

PAPER AOC7.02: GST COMPUTERISED ACCOUNTING AND DOCUMENTATION

Course Contents:

Unit I: Use of Computer (Hardware and Software) in GST: Use of MS excel and other Software Packages such as Tally. ERP 9, QuickBooks India, Zoho Books, MargERP 9+, Vyapar, myBooks, Busy Accounting, Logic in Business set up.

Unit II: Preparation of Business records using Microsoft Office: Use of Excel for preparing GST Records; Analysis of GST Data; Use of Microsoft Power Point for Presentations; Use of Microsoft word for GST Reports.

Unit III: Maintenance of Electronic Records and Documents for GST: Maintaining Online Ledgers - Tax liability ledger, Cash Payment ledger, ITC Ledger; Tax Records - Tax invoice, Credit notes and Debit notes, Electronic way Bill., Bill of supply; Filing of tax returns - Development of GST records, Payment of tax including reverse charge, Refund, Job work Input tax credit, Computation of GST liability.

Electronic Filing of GST Returns - GST returns: GSTR-1, GSTR-4, GSTR -7, GSTR- 8, GSTR-9, GSTR-10, GSTR-11, GSTR-3B and Payment of Tax.

Unit IV: Skill Development: Data analysis using Excel; Development of Tax invoice, Credit and Debit notes, Electronic way bill, Accounts and Records, Filing of tax returns, Payment of tax including reverse charge, Refund, Input tax credit; Computation of GST liability; Filing of Tax Returns and Settlement of tax liability.

For Skill development:

(1) The Department shall purchase and install the necessary technology and equipment and engage and develop competent and skilled faculty to guide and supervise the students in GST records and documentation.



(2) The students would be given adequate time to practice in the Laboratory using the installed hardware and software.

Unit V: Job work under GST Regime for exposure to the world of work:

(1) The Department shall enter in to Memorandum of Understanding (MOUs) for Internship of the students and their exposure to work environment with a firm of Chartered Accountants in Practice/Cost and Management Accountants in Practice/ Company Secretary in Practice/ Industrial/Manufacturing Enterprise.

(2) The student shall be placed with a firm of Chartered Accountants in Practice/ Cost and Management Accountants in Practice/Company Secretary in Practice/Industrial/Manufacturing Enterprise for 3 months for on hand work experience.

(3) The student shall work with the firm for training and skill development as per the schedule given to him by the firm where he is placed.

(4) At the end of 3 months placement training period the student shall submit a report on the work assigned to him and the work done by him over three months period to the firm and also to the institution.

(5) A report shall be also obtained from the management of the firm where he is placed for training mentioning the work assigned and the performance of the candidate at work over the three months period.

(6) Assessment shall be based on the Report of the Management, Report of the student and the Viva Voce by the Committee of the Department.

Course Exit Learning Outcomes

Upon the completion of this course the student should be able to demonstrate:

Understanding of law and practice of Goods and Services Tax and apply the provisions in a business set-up.

Understanding of the documents, records, books of accounts and tax returns requirements and payment of Goods and Services Tax using computer hardware and software packages in a business set-up.

Use the knowledge and understanding of the Goods and Service Tax and Computer hardware and software packages in processing GST records in a business set up.

Work in a business set up and provide support in GST related matters and develop the ability to file online returns of Goods and Service Tax.

Suggested Readings:

1. Ahuja, Girish and Gupta, Ravi. *Systematic Approach to GST*. Wolters Kluwer

2. Babbar, Sonal, Kaur, Rasleen and Khurana, Kritika. *Goods and Service Tax (GST) and Customs Law*. Scholar Tech Press.

3. Bansal, K. M., *GST & Customs Law*, Taxman Publication.



4. Chheda, Rajesh. *Learn Tally. ERP 9 with GST and E-way Bill*: Ane's Student Education
5. Datey, V. S. *All about GST, A Complete Guide to Model GST Law*. Taxman Publications
6. Gupta, ineet and Gupta, N. K. *Fundamentals of Goods and Services Tax*. Bharat Law House Pvt. Ltd
7. Gupta, S.S. *Taxman's GST New Returns How to Meet Your Obligations -A Practical Guide for filing of New GST Returns*. Taxman Publication.
8. Gupta, S.S. *GST- How to Meet your Obligations*. Taxman Publications
9. Mehrotra, H.C. and Agarwal, V.P. *Goods and Services Tax and Customs*. Sahitya Bhawan Publications
10. Murthy, K. Ch. A. V. S. N. Lavanya, K. V. N. and Lakshmi, V. D. M. V. *Theory and Practice of Goods and Services Tax*, Telugu Academy, Hyderabad.
11. Saha, R.G. Shah, Divyesh and Devi, Usha. *Goods and Service Tax*. HPH
12. Singhania, Aditya. *Taxman's GST New Returns with e-Invoicing-A Comprehensive Guide to New GST Returns*. Taxman Publication.
13. Singhania, V. K. *GST & Customs Lax*, Taxman Publication
14. Sisodia, Pushpendra, *GST Law*. Bharat Law House.
15. *GST Laws - The Central Goods and Services Tax, 2017; The Constitution (One hundred and First Amendment) Act, 2016; The Goods and Services Tax (Compensation to States) Act, 2017; The Integrated Goods and Services Tax, 2017; The Union Territory Goods and Services Tax, 2017*

Note: Latest edition of text books may be used.

8. INCOME TAX LAW, ACCOUNTING AND DOCUMENTATION

| Paper | Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|--------------|--|----------------|---------------|---------------|----------------|-----------------|-------------|
| 1. | Income Tax Law and Practice | 4 | 100 | 32 | 16 | 16 | 64 |
| 2. | Income Tax Computerised Accounting and Documentation | 4 | 100 | 16 | 24 | 24 | 64 |
| Total | | 8 | 200 | 48 | 40 | 40 | 128 |

Course Objectives:

This course aims to:

- Develop among the students a detailed understanding of law and practice of Income Tax and applicable provisions of the tax in a business set-up.
- Develop among the students a detailed understanding of documents and records, filing of returns, and collection and payment of tax as per the requirements of the Income Tax law and apply the same in a business set-up.

PAPER AOC8.01: INCOME TAX LAW AND PRACTICE

Course Contents:

Unit I: Basic Concepts: Introduction to Income tax – Basic terminology; Income; Agricultural income; Person; Assesses, Types of assesses; Assessment year; Previous year; Gross Total Income; Total income; Maximum marginal rate of tax; Permanent Account Number (PAN); Residential status; Scope of total income on the basis of residential status; Exempted income; Computation of Income under different heads - Income from Salary; Income from House Property, Income from Business or Profession, Income from Capital Gains, Income from Other Sources.

Unit II: Computation of Total Income and Tax Liability of Individuals: Basics of computation of total income and Gross Total Income; Deductions available from gross total income; PAN card; Due date of filing of income tax return. Provisions for Clubbing of Income; Capital Gains, Income from other sources; Income chargeable to tax and tax liability.

Unit III: Computation of Income of Firms/LLPs, HUF, AOP/BOIs, Charitable Trust: Determination of Income chargeable to tax and Tax liability considering the Capital Gains, Income from other sources, Set off and carry forward of losses, and Deductions.

Unit IV: Computation of Business Income: Determination of Income under the head Income from Business and Profession, Income under the head Capital Gains; Income under the head Income from Other Sources; Set off and carry forward of losses; Gross total income, Deductions, Income chargeable to tax and Tax liability.

Unit V: Income Tax Authorities and their Functions: Income Tax authorities, Functions of Income Tax authorities, Advance ruling for non-residents; Survey, Search and Seizure Provisions; Income Computation and Disclosure Standards.



Note: The amendments in the provisions of the Income Tax Act and Rules up to the end of June of immediate preceding year shall be applicable.

PAPER AOC8.02: INCOME TAX - COMPUTERISED ACCOUNTING AND DOCUMENTATION

Course Contents:

Unit I: Use of Computer (Hardware and Software) in Income Tax: Practical use of computer in business set up: Preparation of Business records using Microsoft Office - Use of Excel for preparing GST Records and Analysis of GST Data; Use of Microsoft Power Point for Presentations; Use of Microsoft word for GST Reports.

Unit II: Development of Tax documents: Development of Income tax documents, Tax Accounts and Tax Records; Tax Deduction at Source: Filing of returns of Tax deduction at source; Assessment of Advance payment liability; Advance payment of tax: Determination of income liable to tax and the tax liability of an assessee individual, firm, company or any other entity.

Unit III: e-filing of Returns of Income: Meaning of e-filing; difference between e-filing and regular filing of returns; benefits and limitations of e-filing; types of e-filing; e-filing process; relevant notifications.

TDS and e-Filing of TDS Returns: Tax Collection at Source schedule for deposit of TDS; Tax Deduction and Collection Accounts, Schedule for submission of TDS Returns; Prescribed forms for filing of TDS returns; Exemption from TDS – Form 13, 15G, 15H; Advance Payment of Tax.

Income tax and e-filing of ITRs - Introduction to Income Tax Portal; Preparation of electronic return; Instructions for filling out form ITR-1, ITR-2, ITR-3, ITR-4, ITR-5, ITR-6. Assessment of income liable to tax, Determination of tax liability, Payment of tax.

Refunds, Appeals and final settlement of tax liability. Payment of interest by and to an assessee; Refund of excess tax paid by the assessee; Penalty and Prosecutions under the Act; Appeals and Revisions.

Unit IV: Lab work for Skill development: Development of Tax Accounts and Records, Calculation of Income Tax, Tax deduction at source and Advance tax, Tax deduction at source Statement and Advance tax statements, Computation of tax liability, Filing of tax Returns, Payment of tax, Refunds; Interest on refunds.

For Skill development:

(1) The Department shall purchase and install the necessary technology and equipment and engage and develop competent and skilled faculty to guide and supervise the students in determination of income liable to tax, tax liability and payment of tax..

(2) The students would be given adequate time to practice in the Laboratory using the installed hardware and software.

Unit V: Job work under Income Tax Regime for Exposure to the World of Work:

(1) The Department shall enter in to Memorandum of Understanding (MOUs) for Internship of the students and their exposure to the work environment with a firm of Chartered Accountants in



Practice/Cost and Management Accountants in Practice/ Company Secretary in Practice/ Industrial/Manufacturing Enterprise.

(2) The student shall be placed with a firm of Chartered Accountants in Practice or a firm of Cost and Management Accountants in Practice or a firm of Company Secretary in Practice or an Industrial/Manufacturing Enterprise for 3 months for on hand work experience.

(3) The student shall work with the firm for training and skill development as per the schedule given to him by the firm where he is placed.

(4) At the end of 3 months placement training period the student shall submit a report on the work assigned to him and the work done by him over three months period to the firm where is is placed for training and also to the institution.

(5) A report shall be also obtained from the management of the firm where the student is placed for training mentioning the work assigned and the performance of the candidate at work over the three months period.

(6) Assessment shall be based on the Report of the Management, Report of the student and the Viva Voce by the Committee of the Department.

Course Exit Learning outcomes

Upon successful completion of this course the student should be able to demonstrate:

Understanding of the law and practice of Income Tax, Income Tax documents and records, filing of returns, and collection and payment of tax as per the requirements of the Income Tax law and apply the same in a business set-up.

Work in a business set up and provide support in income tax related matters and develop the ability to file online returns of income and pay the tax for individuals, firms, companies and other institutions.

Suggested Readings:

1. Manoharan, T. N. *Students Handbook on Income Tax Law*. Snow White Publications
2. Mehrotra, H. C. *Income Tax Law and Accounts including Tax Planning*. Sahitya Bhawan Publications.
3. Narang and Gaur. *Income Tax*. Himalaya Publishing House.
4. Prasad, B. *Direct Taxes - Law and Practices*. Wishwa Prakashana
5. Singhania, Vinod K and Singhania, Kapil. *Direct Tax Planning and Management*. Taxman.
6. Singhania, Vinod, K. *Direct Taxes - Law and Practices*. Taxman Publications.

Note: Students shall practice solution of numerical exercises in courses where numerical exercises are involved in ‘_Accounting Laboratory’.

Note: Latest edition of text books may be used.



JOB ORIENTED COURSES IN ACCOUNTING AND TAXATION

CERTIFICATE/DIPLOMA IN FINANCIAL ACCOUNTING AND TAXATION

1. Pre-requisite: A student qualifying at the Senior Secondary Examination of a recognized Board of Secondary Education shall be eligible for admission to a Job Oriented Course.

2. Qualification Certificate in Accounting and Taxation: A student shall be awarded Certificate in Accounting and Taxation after qualifying at the Semesters I and II examinations

3. Qualification Diploma in Accounting and Taxation: A student shall be awarded Diploma in Accounting and Taxation on qualifying at the Semesters III and IV examinations after qualifying at the Semesters I and II examinations.

Objectives of Qualification:

The objective of this qualification is to:

□ *Provide the students the knowledge and understanding of theory and practice of Financial and Cost Accounting, Goods and Service Tax, Income Tax and Data Analysis Techniques.*

□ *Equip the students with the skill and proficiency in the application of digital technology in accounting, taxation and data analysis.*

□ *Develop the students with knowledge, understanding and skill to seek job in a business enterprise in the accounting, Goods and Service Tax, Income Tax and Data Analysis fields or set up own enterprise to provide consultancy in the accounting, taxation and data analysis.*

COURSE CREDITS

| Semester | Credits Paper 1 | Credits Paper 2 | Credits Paper 3 | Credits Paper 4 | Credit Paper 5 | Total Credits |
|----------------------|-----------------|-----------------|-----------------|-----------------|----------------|---------------|
| Semester I | 4 | 4 | 4 | 4 | - | 16 |
| Semester II | 4 | 4 | 4 | 4 | - | 16 |
| Total Credits | 8 | 8 | 8 | 8 | - | 32 |
| Semester III | 4 | 4 | 4 | 4 | - | 16 |
| Semester IV | 4 | 4 | 4 | 4 | 4 | 20 |
| Total credits | 8 | 8 | 8 | 8 | 4 | 36 |
| Grand Total | 16 | 16 | 16 | 16 | 4 | 68 |

SEMESTER I

| Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|--|----------------|---------------|---------------|----------------|-----------------|-------------|
| 1. English Language and Business Communication | 4 | 100 | 32 | 16 | 16 | 64 |
| 2. Computerised Accounting | 4 | 100 | 24 | 16 | 24 | 64 |
| 3. GST and Customs - Law and Practice | 4 | 100 | 40 | 12 | 12 | 64 |
| 4. Cost Accounting | 4 | 100 | 32 | 16 | 16 | 64 |
| Total | 16 | 400 | 128 | 60 | 68 | 256 |

PAPER JOCAT1.01. ENGLISH LANGUAGE AND BUSINESS COMMUNICATION

Course Objectives:

The course aims to:

- Equip the student with the knowledge of methods of oral and written communication and develop proficiency in written and oral communication in English Language.
- Develop understanding and proficiency of the students in the use of methods of business communication.
- Provide knowledge of appropriate usage of English language in communication including in business.
- Develop understanding and sensitivity for ethics including the business ethics.

Course Contents:

Unit I: Communication: Meaning, Nature, Importance and Purpose of Communication, Types of Communication, Process of Communication, Communication Network in an Organisation, Strategy for Effective Communication, Verbal and Non-verbal Communication, Barriers to Communication, Essentials of Good Communication; Communication Techniques, the Process of Listening, Barriers to Listening, Types of Listening, Benefits of Effective Listening; Presentation Skills, Interviews, Public Speaking, Preparing the Speech, Organising the speech, Special Occasion Speeches.

Principles of Written Communication: Business letters and their basic qualities, opening and closing paragraphs, mechanics of letter writing; Specific types of letters such as routine letters, bad news letters, persuasive letters, sales letters, collection letters, job applications letters; Internal communication circulars and memos, minutes and notices, letters from top management, reminders and follow up letters; Employee newsletters.

Principles of Oral Communication: Speeches – speech of introduction, speech of thanks, occasional speeches, theme speech; Mastering the art of giving interviews such as selection or placement interview, appraisal interview, exit interview; Group communication – meetings, conferences and group discussions.

Unit II: Business Communication: Elements of the communication models, Types of communication, Barriers to communication, Cardinal principles of communication,



Communication policy, Interpersonal communication; Body language, postures and gestures, attire, appearance, handshake, personal space, timing behaviour, smile; Introduction to listening skills – process, types, barriers and importance, Essentials of good listening; Case analysis - introduction to the case, steps in analysis; Principles of effective presentations including use of audio-visual media, business and social etiquettes.

Unit III: Personality Development: Understand how you think, determine what you value, be clear what drives you; Audit your skills and describe your personality. Take a process view of your life, paint your figure, define your goals, make choices, identify your developmental needs, and overcome resistance; Build your network, develop a positive self-image, empowerment, use a mentor, learn how to learn, measure yourself; Increase your professionalism, Group discussion on current social, cultural and popular topics.

Interpersonal Skills: Negotiations, social skills, assertive skills, cross-cultural communications. Leadership Skills - Concepts of leadership, leadership styles, insights from good leaders; Be assertive, aim for win-win, consult effectively, be a team player, help others achieve, use power and influence, look good, sound good; Career management – self-assessment, moving forward. Managing ethically. Managing diversity, coaching skills.

Unit IV: 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; Work Ethics and Swadharma; Gandhian approach, Theory of Trusteeship, Karma yoga and Self-management concepts of Bhagvad Gita.

Business Ethics: The need for and nature of business ethics; Ethics versus law, morality, economics, religion; Relationship between business ethics, corporate governance and business leadership; Human moral development—masculine and feminine perspectives; Levels of ethical analysis; Concept of corporate integrity; characteristics of ethically driven business enterprises.

Unit V: Communication in English Language: The Organs of Speech, Description and articulation of English Speech Sounds, Syllables and Stress (Weak Forms, Intonation), Connected Speech. Spelling and Pronunciation, International Phonetic Alphabet, Transcription of Received Pronunciation, International Phonetic Alphabet Transcription of Received Pronunciation of Words as per the Oxford Advanced Learners Dictionary of A.S. Hornby.

Communication Skill Development: Lab work for Skill development - Communication practice; Greeting and Introducing; Practicing Short Dialogues; Group Discussion, Seminars/Paper Presentations; Listening News/ Conversations/Telephonic- conversation; Business Letters writing skill; Development for relationship with clients and State authorities; Business Reports writing skill development; Business Presentations skill development.

Course Exit Learning outcomes

After successful completion of this course, students will be able to:

- Develop required level of knowledge of methods of oral and written communication.*
- Understand and become proficient in the use the methods of business communication.*
- Possess knowledge of appropriate usage of English language in communication orally and in writing including in business communications.*



- *Understand the concept and practice of ethics including the business ethics in dealings with other people and organisations.*
- *Use appropriate skill in all types of written and verbal communications in personal and business dealings.*

Suggested Readings:

1. Andrews, Deborah C. and Andrews, William D. *Management Communication: A Guide*. Cengage Learning.
2. Chakraborty, S. K. *Ethics in Management-Vedantic Approach*, Oxford India Ltd, New Delhi.
3. Chaturvedi, B. *The Mahabharata: An Inquiry in the Human Condition*. Orient Longman.
4. Das, G. *The Difficulty of Being Good, On the Subtle Art of Dharma*. Penguin Books, India.
5. Kautilya's Arthashastra. *King, Governance, and Law in Ancient India*. Oxford University Press.
6. Krishna, G. R. *Indian Ethos for Modern Management*. UBS Publishers Distributors Ltd.
7. Kumarasamy, A. *Gandhi on Personal Leadership*, Jaico Publishing House.
8. Locker and Kaczmarek. *Business Communication: Building Critical Skills*. The McGraw Hill Companies, Inc.
9. Lopez, Pedrotti and Synder. *Positive Psychology – the Scientific and Practical Explorations of Human Strengths*. Sage Publications.
10. Louis, Narens. *Theories of Meaningfulness*. Psychology Press. Taylor & Francis.
11. Nair, K. A. *Higher Standard of Leadership: Lessons from the Life of Gandhi*. Berrett-Koehler Publishers, San Francisco.
12. Newman, Amy. *Business Communication: In Person, In Print, Online*. Cengage Learning.
13. Schein, Edgar H. *Humble Inquiry – The Gentle Art of Asking Instead of Telling*. Berrett Koehler Publishers.
14. Shirley, Taylor. *Communication for Business*. Pearson Education
15. Smallwood, Robert F. and Williams, Robert F. *Managing Electronic Records: Methods, Best Practices, and Technologies*. John Wiley and Sons.
16. Vygotsky, L. S. *Mind in Society – The development of Higher Psychological Processes*. Harvard University Press.
17. Wilson, Kevin and Wauson, Jennifer. *The AMA Handbook of Business Documents: Guidelines and Sample Documents That Make Business Writing Easy*. Paperback.

Note: Latest edition of text books may be used.



PAPER JOCAT1.02. COMPUTERISED ACCOUNTING AND AUDITING

Course Objectives:

The course aims to:

- *To equip the students with the knowledge of the conceptual framework of financial accounting, the double entry system of book keeping, books of accounts and the Indian Accounting Standards (Ind As) and develop proficiency in their application in business.*
- *Provide understanding to the students of the requirements of operating the computerised accounting and developing financial documents, records and books of accounts.*
- *Equip the students with adequate knowledge and expertise in the use of software and e packages in recording financial transactions, developing financial documents, preparing the books of financial accounting and other records as per the requirements of business.*

Course Contents:

Unit I: Computerized Accounting: Computerised Accounting Systems - Meaning, Importance; Difference between computerized accounting and manual accounting; Software programs for computerized accounting; Factors affecting selection of suitable Computerised accounting software; Procurement and installation of Computerised accounting software.

Using an Accounting Software: Create, Select, shut, and delete a Company; setting security features of company; Date and Period features; Configure and Features settings; Backup and Restore data of a Company

Unit II: Book Keeping and Accounting: Conceptual framework of financial accounting; Accounting Concepts; Accounting Groups; Accounting Equation; Accounting Cycle; Double Entry System of Book Keeping; Accounting Standards, Indian Accounting Standards (Ind As) and their requirements.

Unit III: Stock Accounting: Stock Groups, Stock Categories, Unit of measure, Godown Stock item; Creating Stock Items and Groups; Creating Unit of Measurement, Creating Stock Groups using Single or multiple create features under an existing group, Creating Stock items using Single or multiple features under an existing group.

Voucher and Entry in Books of Accounts: Types of vouchers; Selection of voucher type for transactions; Vouchers for income and expenditure; Vouchers entry: Voucher number and date settings, Voucher entry with more than one debit or credit accounts, Editing and deleting a voucher, Printing of Vouchers and Cheques.

Multiple Price list Quotation Purchase Enquiry; Order Performa Invoice, Sales Purchase and Rejection Vouchers; Additional Purchase; Effective Rates Invoice.

Unit IV: Creating Accounting Ledgers and Groups: Single Create Vs. Multiple Create, Creating ledger under a group and entering opening balance.

Maintaining Books of Accounts: Entering financial transactions in books of original entry – Journal, Ledger, Cash Book, Rectification of errors; Preparation of Trail Balance.



Generation of Reports: Cash Book, Ledger Accounts, Trial Balance; Development of Income Statement, Profit and Loss Account, Cash Flow Statement and Balance Sheet.

Unit V: Generation of Tax Records, Documents and Reports: Accounting for Goods and Service Tax; Accounting for Income Tax; Tax Deducted at Source, Tax Collected at Source; Assessment of Tax liability; Self-Assessment and Payment of Tax; Final Assessment and Settlement of Tax Liability;

Computerised Auditing: Internal audit, Statutory audit, Voucher verification, Verification of related party transactions; Auditing in Computerized Accounting set up; Various tools for computerised auditing.

Course Exit Learning Outcomes

After successful completing the course, the student shall be able to:

- Understand the theoretical framework of accounting, use of double-entry accounting and prepare financial statements of a business.*
- Determine depreciation and value of inventory, record transactions and events and prepare a trial balance after identifying and correcting errors, and prepare financial statements for incorporated and unincorporated entities.*
- Develop skill for preparation of trading and profit and loss account and balance sheet using computerized accounting.*
- Define the qualitative characteristics of financial information and the context and purpose of financial reporting*

Suggested Readings:

1. Agarwal, Garima. *Computerised Accounting*: Himalaya Publishing House
2. Chheda, Rajesh. *Learn Tally. ERP 9 with GST and E-way Bill*: Ane's Student Education, 2018
3. Grewal, T.S. *Introduction to Accountancy*. S. Chand and Co.
4. Gupta, R.L and Gupta, V.K. *Principles & Practice of Accounting*. Sultan Chand & Sons,
5. Haneef and Mukerjee. *Accountancy*. Tata McGraw Hill Company.
6. Jain, S.P. and Narang, K.L. *Accountancy*. Kalyani Publishers.
7. Jawaharlal Lal. *Financial Accounting*. Himalaya Publishing House.
8. Maidasani, Dinesh. *Mastering Tally*. Firewall Media
9. Nadhani, Ashok K. *Tally ERP 9 Training Guide*. BPB Publications
10. Sahgal, Deepak. *Fundamentals of Financial Accounting*. Tax Man Publication.
11. *Official Guide to Financial Accounting using Tally. ERP 9 with GST*. Tally Education Pvt., Ltd.



12. Tarang, *Tally ERP 9*: Computer World Publications.
13. Tulasian, *Accountancy*. Tata McGraw Hill Company
14. Yogeshweran, G. *Computerised Accounting*. PBP Publications.

Note: Latest edition of text books may be used.

PAPER JOCAT1.03. GST AND CUSTOMS LAW AND PRACTICE

Course Objectives:

This course aims to:

- Develop in the students a detailed understanding of the law and practice of Goods and Services Tax and the application of its provisions in a business set-up.*
- Develop in the students a detailed understanding of documents, records, books of accounts and tax returns, and the requirements for the payment of Goods and Services Tax in a business set-up.*

Course Contents:

Unit I: Introduction: Rationale for GST; Structure of GST (SGST, CGST, UTGST and IGST); GST Council; GST Network; Compensation Mechanism for States.

Unit II: Levy and Collection of GST: Taxable events, Supply of goods and services; Place of supply: Intra-state, Inter-state, Import and Export; Time of supply; Valuation for GST, Valuation rules; Taxation of reimbursement of expenses; Exemption from GST: Small supplies and Composition scheme; Classification of goods and services: Composite and Mixed supplies.

Threshold Exemption and Registration: Registration procedure, Amendment of registration, Cancellation of registration, Revocation of cancellation of registration; Classification of Goods and Services under GST for Rate Purposes.

Unit III: Input Tax Credit: Eligible and ineligible input tax credit; Apportionments of credit and blocked credits; Tax credit in respect of capital goods; Recovery of excess tax credit; Availability of tax credit in special circumstances; Transfer of input credit (Input Service Distribution); Doctrine of unjust enrichment; TDS; TCS; Reverse Charge Mechanism; Job work.

Unit IV: Filing of Tax Returns: Procedure for Filing of tax returns of GST, Matching tax credits and due dates; Payment of tax, Interest and Levy of Late fees. Assessment: Self-assessment; Summary and scrutiny; Taxability of e-Commerce; Anti-profiteering; Avoidance of dual control; e-way bills; Zero-rated supply; Payment of taxes; Refund.

Unit V: Audit, Inspection, Search and Seizure: GST Audit and Assessment; GST authorities - Power and proceedings (bifurcation between Central & States); Self-assessment, Provisional assessment, Summary assessment and Scrutiny of returns; Anti-profiteering; Avoidance of dual control; Offences and penalties; Appeal and Revision of assessment; Demands and Recovery; Advance Rulings; Tax deduction at sources and Advance tax statements.

Customs Law - Basic concepts; Territorial waters; High seas; Types of custom duties; Valuation; Baggage rules and Exemptions.



Note: The amendments in the GST Act and Regulations up to 30th June in the immediately preceding year shall be considered as part of the curriculum.

Course Exit Learning Outcomes:

Upon the completion of this course the student should be able to demonstrate:

- Understanding of law and practice of Goods and Services Tax and apply the provisions of the law in a business set-up.*
- Understanding of the requirement of documents, records, books of accounts and tax returns and payment of Goods and Services Tax and prepare these documents and records in a business set-up.*

Suggested Readings:

1. Ahuja, Girish and Gupta, Ravi. *Systematic Approach to GST*. Wolters Kluwer.
2. Babbar, Sonal, Kaur, Rasleen and Khurana, Kritika. *Goods and Service Tax (GST) and Customs Law*. Scholar Tech Press.
3. Bansal, K. M. *GST & Customs Law*. Taxman Publication.
4. Datey, V. S. *All about GST, A Complete Guide to Model GST Law*. Taxman Publications
5. Gupta, Vineet and Gupta, N. K. *Fundamentals of Goods and Services Tax*. Bharat Law House Pvt. Ltd
6. Gupta, S.S. *Taxman's GST New Returns How to Meet Your Obligations -A Practical Guide for filing of New GST Returns*. Taxman Publication.
7. Gupta, S.S. *GST- How to Meet your Obligations*. Taxman Publications
8. Mehrotra, H. C. and Agarwal, V.P. *Goods and Services Tax and Customs*. Sahitya Bhawan Publications.
9. Murthy, K. Ch. A. V. S. N. Lavanya K. V. N. and Lakshmi, V. D. M. V. *Theory and Practice of Goods and Services Tax*, Telugu Academy, Hyderabad.
10. Saha, R.G. Shah, Divyesh and Devi, Usha. *Goods and Service Tax*. HPH
11. Singhania, V. K. *GST & Customs Law*. Taxman Publication
12. Sisodia, Pushendra, *GST Law*. Bharat Law House.
13. *GST Laws - The Central Goods and Services Tax, 2017; The Constitution (One hundred and First Amendment) Act, 2016; The Goods and Services Tax (Compensation to States) Act, 2017; The Integrated Goods and Services Tax, 2017; The Union Territory Goods and Services Tax, 2017.*

Note: Latest edition of text books may be used.



PAPER JOCAT1.04. COST ACCOUNTING

Course Objectives:

This course aims to:

□ *Provide an in-depth knowledge of cost accounting principles for identification, classification and analysis of cost components and cost ascertainment in different industries using various costing methods.*

Course Contents:

Unit I: Cost Accounting: Meaning, scope, objectives and advantages of cost accounting; Difference between financial and cost accounting; Cost concepts and classifications; Cost sheet; Role of a cost accountant in an organisation; Cost Accounting Standards; Cost Accounting Records and Audit Rules.

Elements of Cost - Materials: Material/inventory control techniques; Accounting and control of purchases, storage and issue of materials; Inventory systems, Methods of pricing of materials issues — FIFO, LIFO, Simple Average, Weighted Average, Replacement cost, Standard Cost; Physical Verification, Accounting treatment and control of losses due to wastage, scrap, spoilage and defectives.

Elements of Cost - Labour: Accounting and Control of labour cost; Time-keeping and time-booking; Concept and treatment of idle time, over time, labour turnover and fringe benefits; Methods of wage payment and Incentive schemes- Halsey, Rowan, Taylor's differential piece wage plans.

Unit II: Elements of Cost - Overheads: Classification, allocation, apportionment and absorption of overheads, Under- and over-absorption; Capacity Levels and Costs; Treatments of certain items in costing like interest on capital, packing expenses, bad debts, research and development expenses; Unit costing, Job costing.

Unit III: Methods of Costing: Contract costing, Process costing (excluding process losses, valuation of work-in-progress, joint and by-products); Transport service costing. Reconciliation of cost accounting records with financial accounts records.

Unit IV: Cost Volume Profit Analysis: Relevant Cost; Product Sales Pricing and Mix; Limiting Factors; Multiple Scarce Resource Problems; Decisions about alternatives such as Make or Buy, Selection of Products, etc.

Unit V: Activity Based Costing (ABC): Concept and Uses; Flow of Costs in ABC; Traditional Costing System vs. ABC; Relationship between activity - based costing and Activity Based Management (ABM); Operational ABM and Strategic ABM; Techniques of ABM; Implementation steps in ABM.

Course Exit Learning Outcomes:

After successful completing the course, the student shall be able to:

□ *Understand the conceptual framework of Cost Accounting, identification of differences between financial and cost accounting, cost concepts and elements of costs, and preparation of cost sheet.*



- *Understand the accounting and control of material and labour costs.*
- *Develop ability to understand classification, allocation, apportionment and absorption of overheads for cost determination, under and over absorption of overheads, treatment of various items of overheads.*
- *Develop ability to calculate the cost of products, jobs, contracts, processes and services after understanding the basic concepts and processes involved in them.*
- *Understand cost accounting book keeping systems and reconciliation of cost accounting and financial accounting profits*

Suggested Readings:

1. Banerjee, B. *Cost Accounting: Theory and Practice*. Prentice Hall of India
2. Horngren, Charles. *Cost Accounting*. Pearson
3. Jain and Narang. *Cost Accounting*. Kalyani Publishers.
4. Jawaharlal. *Cost Accounting*. Tata Mc Graw Hill.
5. Kishore, Ravi M. *Cost Accounting*. Taxman Publications.
6. Rao, Srihari Krishna. *Cost Accounting*. Himalaya Publishing House.
7. Tulsian. *Introduction to Cost Accounting*. S. Chand & Company
8. Yogeshweran, G. *Cost Accounting*, PBP Publication.

Note: Latest edition of text books may be used.

SEMESTER II

| Subjects | No. of Credits | Max Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|--|----------------|------------|---------------|----------------|-----------------|-------------|
| 1. Computerised Accounting | 4 | 100 | 16 | 24 | 24 | 64 |
| 2. Corporate Accounting | 4 | 100 | 32 | 16 | 16 | 64 |
| 3. Financial System and Financial Institutions | 4 | 100 | 32 | 16 | 16 | 64 |
| 4. GST - Computerised Accounting and Documentation | 4 | 100 | 16 | 24 | 24 | 64 |
| Total | 16 | 400 | 96 | 80 | 80 | 256 |

PAPER JOCAT2.01: COMPUTERISED ACCOUNTING

Course Objectives:

The objectives of this course are:

- *To develop knowledge and proficiency among the students in the use of computerised accounting techniques and software in the preparation of financial accounts, documents and financial statements.*
- *To develop knowledge and proficiency in the use of financial accounting concepts and standards and the computerised accounting techniques for preparing financial accounts and financial statements in different types of business organisations.*

Course Contents:

Unit I: Accounting Database Management: Use of software packages such as Tally. ERP 9, QuickBooks India, Zoho Books, MargERP 9+, Vyapar, myBooks, Busy Accounting, Logic. Specific features of each software package and their requirements; Identification and selection of appropriate software for business.

Working with Data: Sort and filter; Consolidate; Tables; Pivot tables; What-if-analysis; Goal seek; Data tables and Scenario Manager; Data analysis ToolPak: Descriptive Statistics,

Unit II: Spreadsheet and its Business Applications: MS Excel Spreadsheet concepts; Managing worksheets; Formatting, conditional formatting, Entering data, Editing, Printing and Protecting worksheets; Handling operators in formula; Projects involving multiple spreadsheets, Organizing Charts and graphs; Working with Multiple worksheets; Controlling worksheet views, Naming cells and cell ranges.

Spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and Reference, Database functions, Text functions and Error functions.

Creating Business Spreadsheet: Loan and Lease statement; Ratio Analysis; Payroll Statements; Capital Budgeting; Constraint optimization, Assignment Problems, Depreciation Accounting; Graphical representation of data; Frequency distributions and their statistical parameters; Moving averages, Histogram, Covariance, Correlation and Regression Analysis.



Unit III: Accounting using Tally: Creation of Company Gateway of Tally Menu Buttons, Features and Continuation; Accounting Group Ledger, Cost Category, Currency; Voucher Types and Classes; Accounts Vouchers; Reversing Journal; Memorandum Voucher, Optional Voucher, Post-dated Voucher, Bill wise details, Interest; Money Receipt and Cheques, Debit and Credit Notes.

Creating and Configuring New Company Accounts: Account masters' maintenance, Account vouchers maintenance, Inventory master's maintenance.

Unit IV: Inventory Management using Tally: Inventory vouchers maintenance; Reports, Business management and advanced usage, Accounting and inventory report, MIS reports, Budget and scenario management, Forex management, Manufacturing company, Group company, Payroll, Tax.

Unit V: Skill Development - Maintaining Records and Books of Accounts: Stock Journal, Manufacturing Journal, Delivery Note; Receipt Note; Rejection In /Out; Tracking Numbers Stock Summary; Godown and Batch details Query; Report Configuration Option, Inventory Books. Statements with options and formats Splitting of Data. Creation of New Year Books. Preparing Balance Sheet Profit & Loss Account, Trial Balance, Registers, Outstanding Interest Calculations; Bank Reconciliation; Consolidation of Group and Company Accounts.

For Skill development:

(1) The Department shall purchase and install the necessary technology and software and equipment, set up an Accounting Laboratory, and engage and develop competent and skilled faculty to guide and supervise the students.

(2) The students would be given adequate time to practice in the Accounting Laboratory using the installed hardware and software.

Course Exit Learning Outcomes

Upon the completion of this course the student should be able to demonstrate:

Develop understanding and adequate proficiency in the use of computer hardware and software packages for recording and analysis of financial transactions and vouchers in the books of accounts of a business.

Develop capability to develop the documents and maintain the books of financial accounting and records of a business using computerised technology.

Suggested Readings:

1. Agarwal, Garima. *Computerised Accounting*: Himalaya Publishing House.
2. Chheda, Rajesh. *Learn Tally. ERP 9 with GST and E-way Bill*: Ane's Student Education.
3. Maidasani, Dinesh. *Mastering Tally*: Firewall Media
4. Nadhani, Asok K. *Tally ERP 9 Training Guide*. BPB Publications
5. *Official Guide to Financial Accounting using Tally ERP 9 with GST*. Tally Education Pvt Ltd.



6. *Tally ERP 9 book advanced user*, Swayam Publication (www.tallyerp9book.com)
7. Tarang, *Tally ERP 9*. Computer World Publications.
8. Yogeshweran, G. *Computerised Accounting*. PBP Publications.

Note: Latest edition of text books may be used.

PAPER JOCAT2.02. COMPANY ACCOUNTS

Course Objectives:

This course aims to:

- Develop the conceptual knowledge of the students of Corporate Accounting and the techniques of preparing the Corporate Financial Statements.*
- To develop capability in the students to undertake accounting work maintain books of accounts and prepare financial statements of a Company*

Course Contents:

Unit I: Accounting for Share Capital, Debentures and Valuation of Shares: Issue of shares; Concept and process of book building, Issue of rights and bonus shares; Buy back of shares, Redemption of Preference shares, Issue and Redemption of Debentures, Valuation of Shares.

Final Accounts of Companies: Companies Act, 2013, Amendments, Preparation of Statement of Profit and Loss and Balance Sheet of Corporate Entities; Disclosures in Company Accounts. Accounting for disposal of Company's profit.

Unit II: Internal and External Reconstruction and Profit Prior to Incorporation: Concepts and accounting treatment as per Ind As 103, Treatment of Reconstruction; Introduction to the process of incorporation of a Company, Accounting of Income and Expenses during Pre and Post Incorporation Period, Basis of allocation and apportionment of Income and Expenses for the Pre and Post Incorporation Period.

Unit III: Amalgamation and Absorption: Amalgamation of companies – Meaning, Features, Purchase Consideration – Meaning, Methods (Lump sum payment method, Net asset method, Intrinsic value of share method); Accounting entries for Amalgamation; Absorption- Meaning, Accounting entries for absorption; Practical problems.

Unit IV: Accounts of Holding Companies: Meaning of Holding Company and Subsidiary Company, Holding Company Accounts with one Subsidiary Company, Consolidation with foreign subsidiaries; Consolidated profit and loss account, balance sheet and cash flow statement; Treatment of investment in associates in consolidated financial statements, Treatment of investments in joint ventures in consolidated financial statement; Consolidated Balance Sheet, Pre-acquisition and Post-acquisition Profit, Inter-company debts, Bills and Debentures, Cost of Control, Minority Interest.



Unit V: Accounting for Liquidation of Companies:

Note: Relevant Indian Accounting Standards (Ind ASs) and IFRS (ASs) shall be dealt with during the accounting treatment.

Course Exit Learning outcomes:

After successful completion of this course, students shall be able to:

- Develop understanding of the provisions of the Indian Companies Act, 2013 and Rules regarding financial accounting of companies.*
- Undertake accounting work in a corporate set up as per the provisions of Law and the regulations in this respect.*
- Develop financial accounts of a company and report the same to the management and other authorities as per the provisions of law and regulations.*

Suggested Readings:

1. Gupta R.L. and Radhaswamy. *Advanced Accounts*. Sultan Chand and Sons, Delhi.
2. Jain S.P. and Narang, K.L. *Corporate Accounting*. Kalyani Publishers, New Delhi.
3. Maheshwari, S.N. *Fundamentals of Corporate Accounting*. Taxman Publication, New Delhi.
4. Monga, J.R. *Fundamentals of Corporate Accounting*. Mayur Paper, New Delhi.
5. Sehgal, Ashok. *Fundamentals of Corporate Accounting*. Taxman Publication, New Delhi.
6. Shukla, M.C. Grewal T.S. and Gupta, S.C. *Advanced Accounts*, S. Chand & Co, New Delhi.

Note: Latest edition of text books may be used.

PAPER JOCAT2.03. FINANCIAL SYSTEM AND FINANCIAL INSTITUTIONS

Course Objectives:

This course aims at

- Providing the students an overview of the financial markets and financial institutions and familiarize them with important fee and fund based financial services in India.*
- Acquaint the students with the operations and functions of corporate investment institutions bankers and other financial institutions.*

Course Contents:

Unit I: Introduction: An Introduction to Financial System, Components, Financial System and Economic Development, Financial Intermediation, An overview of Indian Financial System since 1951, Financial Sector Reforms since liberalization in 1990-91.

Financial Markets – Money Markets and Capital Markets: Financial Markets - Money Market, Functions, organisation and instruments; Role of central bank in money market; Indian Money Market – an overview; Capital Markets –Introduction, role and functions; Components of Capital market; Cash markets; Equity and Debt, Depository (NSDL, CDSL). Primary and Secondary Markets, Stock Markets – NSE, BSE, Stock Indices - NIFTY, SENSEX; Role of Stock Exchanges in India; Role and functions of SEBI and Investor Protection.

Unit II: Banking Sector: Commercial banking – Introduction, classification, its role in commercial and consumer financing, history, organisation structure, management and functions, assets and liabilities, banking consolidation; Sources of bank funds – deposit products, deposit insurance, fee-based services, letter of credit, off balance sheet activities, bancassurance; Uses of bank funds – lending activities, credit policy; liberalization of banking sector in India; Narsimham Committee Report part I and II – Implementation status; Banks regulatory environment - Role of RBI, CRR, SLR, CRAR and prudential norms, liquidity concepts, instruments and procedure, anti-money laundering and KYC norms.

Investment Management in Banks: Investment portfolio and policy guidelines, composition of investment portfolio, general portfolio considerations, liability management, electronic banking, financial services; capital adequacy - the new BASEL accord and implication for banks; innovations in banking – internet banking, phone banking, mobile banking, wholesale and retail banking, universal and narrow banking, off shore banking and multi-national banking; social banking – need, challenges, and policy initiatives.

Risk Management in Banks: Sources and uses of funds of banks, fee based and off balance sheet activities; Securitization; Bank earnings and bank performance; Alternatives in managing interest rate risk, measuring interest rate sensitivity and the dollar gap, duration gap analysis, techniques of asset liability management, commercial and industrial lending, principles of sound bank lending; Lending process - evaluating a loan request, structuring loan agreements, pricing commercial loans, monitoring and follow up; service quality metrics – core factors, determinants of quality, ISO 9000 certification in banking services, importance of Six Sigma in banks, customer relationship management.

Bank Regulation: Needn for regulation, deposit insurance, capital adequacy regulation and a critique of the Basel norms, bank examination etc; The problem of moral hazard and too big to fail institutions; the RBI and its policy evolution. Framework for evaluating bank performance, , banking risks and returns, the profitability and profit planning, liquidity and solvency trade off; Alternate models of bank performance – analysis bank performance with financial ratios, CAMEL model, economic value added, the balance scorecard, managing non-interest income and non-interest expense; income management – income recognition and provisioning; risk management in banks – basic concepts, purpose, process, different types of risks, risk management strategies. recent developments like MUDRA financing, problem of NPAs, Bankruptcy and insolvency Act, Financial Inclusion.

Unit III: Insurance Companies: Life, Fire, Marine and General Insurance; Incentive problems in insurance, moral hazard and adverse selection, pure premium, premium smoothing etc.; Reinsurance, catastrophe insurance, captive insurance. Regulation; An overview of the Indian insurance industry.

Unit IV: Financial Services: Overview of financial services. Merchant Banking – pre- and post-issue management, Under-writing services; Regulatory framework relating to Merchant Banking in India; Leasing and Hire Purchase, Consumer and Housing Finance, Venture Capital Finance, Factoring Services, Credit Rating services, Financial Advisory and Portfolio Management Services.



Unit V: Non-Depository Institutions: Mutual Funds- Types of mutual funds schemes, Exchange Traded Funds, Expenses associated with mutual funds; An overview of Indian Mutual Funds Industry; Hedge funds, Venture capital funds, Private equity funds.

Pension Funds- Issues in saving for retirement and role of the financial system; Defined benefit and defined contribution pension plans, Pension funds as financial intermediaries and their regulation; An overview of Indian pension fund industry including National Pension System.

Course Exit Learning Outcomes

After completing the course, the student shall be able to:

- Understand the scope and role of financial markets and Financial institutions.*
- Understand the concepts of Money Market and Capital Market, Equity Markets and debt Markets, Primary Market and Secondary Market and their roles and functions.*
- Understand Commercial Banking, its functions, risk management and current developments.*
- Understand the concept of Non-Banking Financial Companies (NBFC"s) their role and functions.*
- Understand the role and functions of Financial Services Industry, Insurance companies and other entities in financial sector.*

Suggested Readings:

1. Gordon E. and Natarajan, K. *Financial Markets and Services*. Himalaya Publishing House
2. Gupta Shashi K. and Sharma, R. K. *Financial Management – Theory and Practice*. Kalyani Publishers
3. James, C. Van Horne and Wachowicz, John M. Jr. *Fundamentals of Financial Management*. Prentice Hall of India
4. Khan, M. Y. and Jain, P. K. *Financial Management – Text, Problems & Cases*. Mc Graw Hill Publication
5. Khan, M. Y. *Indian Financial System*. Tata McGraw Hill
6. Krishnamurthy and Viswanathan. *Advanced Corporate Finance*. PHI Learning
7. Pandey, I. M. *Financial Management*. Vikas Publications Pvt. Ltd.
8. Richard, A Brealey, Stewart, C. Myers and Mohanthy. *Principles of Corporate Finance*. Tata Mc Graw Hill.

Note: Latest edition of text books may be used.



PAPER JOCAT2.04: GST - COMPUTERISED ACCOUNTING AND DOCUMENTATION

Course Objectives:

This course aims to:

□ *Develop a detailed understanding in the students of documents, records, books of accounts and tax returns, and the requirements for the payment of Goods and Services Tax using computer hardware and software packages in a business set-up.*

Course Contents:

Unit I: Computer Hardware and Software for GST: Use of MS excel and other Software Packages such as Tally. ERP 9, QuickBooks India, Zoho Books, MargERP 9+, Vyapar, myBooks, Busy Accounting, Logic in Business set up.

Unit II: Preparation of Business Records using Microsoft Office: Use of Excel for preparing GST Records; Analysis of GST Data; Use of Microsoft Point for Presentations; Use of Microsoft word for GST Reports.

Unit III: Maintenance of Electronic Records and Documents for GST: Maintaining Online Ledgers - Tax liability ledger, Cash Payment ledger, ITC Ledger; Tax Records - Tax invoice, Credit notes and Debit notes, Electronic way Bill., Bill of supply; Filing of tax returns - Development of GST records, Payment of tax including reverse charge, Refund, Job work Input tax credit, Computation of GST liability.

Unit IV: Electronic Filing of GST Returns: GST returns: GSTR-1, GSTR-2, GSTR-3, GSTR-4, GSTR-7, GSTR-8, GSTR-9, GSTR-10, GSTR-3B and Payment of Tax

Unit V: Skill Development: Data analysis using Excel; Development of Tax invoice, Credit and Debit notes, Electronic way bill, Accounts and Records, Filing of tax returns, Payment of tax including reverse charge, Refund, Input tax credit; Computation of GST liability; Filing of Tax Returns and Settlement of tax liability.

For Skill development:

(1) The Department shall purchase and install the necessary technology and equipment and engage and develop competent and skilled faculty to guide and supervise the students in GST records and documentation.

(2) The students would be given adequate time to practice in the Laboratory using the installed hardware and software.

Course Exit Learning Outcomes

Upon the completion of this course the student should be able to demonstrate:

□ *Understanding of the documents, records, books of accounts and tax returns requirements and payment of Goods and Services Tax using computer hardware and software packages in a business set-up.*



- *Use the knowledge and understanding of the Goods and Service Tax and Computer hardware and software packages in processing GST records in a business set up.*
- *Work in a business set up and provide support in GST related matters and develop the ability to file online returns of Goods and Service Tax.*

Suggested Readings:

1. Ahuja, Girish and Gupta, Ravi. *Systematic Approach to GST*. Wolters Kluwer
2. Babbar, Sonal, Kaur, Rasleen and Khurana, Kritika. *Goods and Service Tax (GST) and Customs Law*. Scholar Tech Press.
3. Bansal, K. M., *GST and Customs Law*, Taxman Publication.
4. Chheda, Rajesh. *Learn Tally. ERP 9 with GST and E-way Bill: Ane's Student Education*
5. Datey, V. S. *All about GST, A Complete Guide to Model GST Law*. Taxman Publications
6. Gupta, FCA Vineet and Gupta, Dr N. K. *Fundamentals of Goods and Services Tax*. Bharat Law House Pvt Ltd
7. Gupta, S.S. *Taxman's GST New Returns How to Meet Your Obligations -A Practical Guide for filing of New GST Returns*. Taxman Publication.
8. Gupta, S.S. *GST- How to Meet your Obligations*. Taxman Publications
9. Murthy, K. Ch. A. V. S. N. Lavanya K. V. N. and Lakshmi, V. D. M. V. *Theory and Practice of Goods and Services Tax*, Telugu Academy, Hyderabad.

Note: Latest edition of text books may be used.

**SEMESTER III**

| Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|---|----------------|---------------|---------------|----------------|-----------------|-------------|
| 1. Income Tax – Law and Accounting | 4 | 100 | 32 | 16 | 16 | 64 |
| 2. Management Accounting | 4 | 100 | 32 | 16 | 16 | 64 |
| 3. Statistical Data Analysis Techniques | 4 | 100 | 32 | 16 | 16 | 64 |
| 4. Income Tax Computerised - Accounting and Documentation | 4 | 100 | 16 | 24 | 24 | 64 |
| Total | 16 | 400 | 112 | 72 | 72 | 256 |

PAPER JOCAT3.01. INCOME TAX – LAW AND PRACTICE**Course Objectives:**

This course aims to:

- Develop detailed understanding of the students of law and practice of Income Tax and applicable provisions of the tax in a business set-up.*
- Impart knowledge of law pertaining to levy of income tax in India to enable the students to apply the same in a business set up and for self-employment as tax consultants.*

Course Contents:

Unit I: Basic Concepts: Income; Agricultural income; Person; Assesses; Assessment year; Previous year; Gross Total Income; Total income; Maximum marginal rate of tax; Permanent Account Number (PAN); Residential status; Scope of total income on the basis of residential status; Exempted income.

Computation of Income under different heads: Income from Salaries, Income from House Property, Profits and gains of Business and Profession, Capital gains, Income from other sources; Short term and Long-term capital gains.

Unit II: Computation of Total Income and Tax Liability of Individuals: Computation of Total Income and Gross Total Income; Deductions from Gross Total Income, Income liable to tax, Tax Liability, Provisions for Clubbing of Income.

Taxation of Income of a Hindu Undivided Family, a firms/LLPs, AOP/BOIs and Charitable Trust: Determination of Total income, Set off and Carry forward of losses, Gross total income, Deductions, Income chargeable to tax.

Unit III: Computation of Business Income: Determination of Total Income, Set off and carry forward of losses; Deductions; Income Chargeable to tax.

Unit IV: Returns of Income and Assessment: Permanent Account No, Tax Deduction and Collection Accounts, Tax Deduction at Source, Tax Collection at Source, Filing of TDS Returns;



Advance Payment of Tax, Payment of interest by and to an assessee; Refund of excess tax paid by the assessee; Penalty and Prosecutions under the Income Tax Act, 1961; Appeals and Revisions, Search and Seizure Provisions;

Income Tax Authorities and their Functions: Various authorities and their functions, Advance Ruling for non-residents; Survey, Income Computation and Disclosure Standards.

Unit V: Lab work for Skill development: Development of Income tax documents, Tax Accounts and Tax Records; Development of Tax invoices, Credit and Debit notes, Tax Deduction at Source: Filing of returns of Tax deduction at source; Computation of tax liability, Calculation of Income Tax, Advance tax, Tax deduction at source statement and Advance tax statements, Filing of tax Returns, Payment of tax, Refunds and final settlement of tax liability.

Note: The amendments in the Income Tax Law and Regulations up to 30th June in the immediately previous year shall be applicable.

Course Exit Learning outcomes

Upon successful completion of this course the student should be able to demonstrate:

- Understanding of law and practice of Income Tax and applicable provisions of the tax in a business set-up.*
- Understanding of documentation and records, filing of returns, and collection and payment of tax as per the requirements of the Income Tax law and apply the same in a business set-up.*
- Understand the basic concepts in the law of income tax and determine the residential status of different persons.*
- Identify the five heads in which income is categorised and compute income under the heads „Salaries“, Interest and „Income from House Property“, etc.*
- Compute income under the head „Profits and gains of business or profession“, „Capital gains“ and „Income from other sources.*
- Understand clubbing provisions, aggregate income after set-off and carry forward of losses, deductions allowed under the Income Tax Act and further to compute taxable income and tax liability of individuals and firms.*
- Develop the ability to file online returns of income.*
- Work in a business set up and provide support in income tax related matters as a consultant.*

Suggested Readings:

1. Manoharan, T. N. *Students Handbook on Income Tax Law*. Snow White Publications
2. Mehrotra, H. C. *Income Tax Law and Accounts including Tax Planning*. Sahitya Bhawan Publications.
3. Narang and Gaur. *Income Tax*. Himalaya Publishing House.
4. Prasad, B. *Direct Taxes - Law and Practices*. Wishwa Prakashana
5. Singhanian, Vinod K and Singhanian, Kapil. *Direct Tax Planning and Management*. Taxman.



6. Singhanian, Vinod, K. *Direct Taxes - Law and Practices*. Taxman.

7. Income tax Act 1961 (as amended till date)

Note: Latest edition of text books may be used.

PAPER JOCAT3.02. MANAGEMENT ACCOUNTING

Course Objectives:

The course aims to:

- *Develop knowledge and understanding of the students of management accounting techniques to equip them to support management in planning, controlling and monitoring the performance in a variety of business contexts.*
- *Acquaint the students about the role, concepts, techniques and methodology relevant to accounting function and to impart knowledge regarding the use of cost accounting information in managerial decision making.*
- *Enable students to acquire knowledge of concepts, methods and techniques of management accounting for the purpose of managerial planning, control and decision making.*

Course Contents:

Unit I: Basic Concepts: Meaning, Objectives, Nature and Scope of Management Accounting; Difference between Cost Accounting, Financial Accounting and Management accounting; Nature, Source and Purpose of Management Information: Accounting for Management; Sources of data; Presenting information for management decisions.

Analysis of Costs: Cost-volume-profit analysis; Break-even analysis-using mathematical and graphical approaches; Profit-volume ratio, Angle of incidence, Margin of safety, Key factor, Determination of cost Indifference point, Cash break-even point and Composite break-even point.

Decision Making: Steps in Decision Making, Process, Concept of Relevant Costs and Benefits, Various short-term decision making situations – Profitable product mix, Acceptance or Rejection of special/ export offers, Make or buy, Addition or Elimination of a product line, Sell or process further, Operate or shut down; Pricing decisions; Major factors influencing pricing decisions.

Unit II: Analysis of Financial Statements and Reports: Financial Statements Analysis, Ratio analysis, Common size statement analysis, Comparative statement analysis, Trend analysis, Cash flow Analysis, Accounting for price level changes, Human resource accounting, Social and Environmental accounting.

Unit III: Standard Costing and Variance Analysis: Meaning of standard cost and standard costing; Types of Standards and Sources of Standard Cost Information; Evolution of Standards, Applications; Variance Analysis – Material, Labour, Overheads and Sales variances; Disposition of variances; Investigation and Interpretation of Variances and their Inter Relationship; Control ratios.; Keeping Standards Meaningful and Relevant; Behavioural Considerations



Unit IV: Budgeting and Budgetary Control: Concept of budget, Budget preparation; Flexible budgets; Capital budgeting and discounted cash flow; Budgetary control and reporting; budgeting and budgetary control; Objectives, merits and limitations; Budget Administration; Functional Budgets; Fixed and Flexible budgeting; Zero base budgeting; Programme and Performance budgeting; Behavioural aspects of budgeting.

Unit V: Performance Measurement: Responsibility Accounting - Concept, Significance, Different Responsibility Centres; Divisional; Reconciliation of budgeted and actual profit; Performance Measurement: Overview; Performance measurement application; Cost reductions and Value enhancement; Financial and Non-Financial measures; Monitoring performance and Reporting.

Contemporary Issues in Management Accounting: Value chain analysis, Balanced Score Card, Target and Life cycle costing, Quality costing; Transfer pricing.

Course Exit Learning Outcomes:

On successful completion of this course, candidates should be able to:

- Understand the conceptual framework of Management Accounting, identification of differences between Financial, Cost and Managerial accounting, distinction between cost control and cost reduction.*
- Understand the concept of marginal cost and marginal costing, Preparation of income statements using absorption and variable costing; learning of cost-volume-profit analysis and break-even analysis using mathematical and graphical approaches and applications in businesses.*
- Understand the concept of relevant and irrelevant costs and make decisions under different business situations using marginal costing and differential costing techniques.*
- Understand budgetary control system as a tool of managerial planning and control; ability to prepare various types of budget, ability to understand standard costing system as a tool of managerial control, calculation of variances in respect of each element of cost and sales.*
- Understand management accounting issues of activity-based costing, responsibility accounting, divisional performance measurement and Transfer pricing.*

Suggested Readings:

1. Arora, M. N. *Management Accounting*. Himalaya Publishing House, New Delhi.
2. Kaplan Robert S. and Atkinson, Anthony A. *Advanced Management Accounting*. Prentice-Hall.
3. Khan, M. Y. and Jain, P. K. *Management Accounting*. McGraw Hill.
4. Lal, Jawahar and Srivastava, Seema. *Cost Accounting*. McGraw Hill Publishing Co., New Delhi.
5. Maheshwari, S. N. *Principles of Management Accounting*. Sultan Chand and Sons.
6. Pandey, I. M. *Management Accounting*. Vikas Publishing, New Delhi.
7. Pillai, R. S. N. and Bhagvathi, V. *Management Accounting*. S Chand & Company.



8. Rustagi, R.P. *Management Accounting*. Galgotia
9. Sharma, R. K. and Gupta, Shashi K. *Management Accounting- Principles & Practice*. Kalyani
- 10 Singh, Surender. *Management Accounting*. PHI Learning Pvt. Limited, Delhi.

Note: Latest edition of text books may be used.

PAPER JOCAT3.03. STATISTICAL DATA ANALYSIS TECHNIQUES

Course Objectives:

The course aims to:

- *Provide the students" knowledge and understanding of the methodology of collection and analysis of data using statistical methods.*
- *Equip the students with the knowledge and understanding of the statistical techniques for the analysis of statistical data and testing their significance for the intended use.*

Course Contents:

Unit I: Collection of Statistical Data: Primary and Secondary data, Sources of Data Collection, Questionnaires, Personal Interview and Observation Methods; Presentation of Statistical data; Classification and Tabulation of Data, Graphical Representation of Data.

Measures of Central Tendency and Dispersion: Measures of Central tendency - Mean (A.M., G.M., H.M.), Median, Mode and Quartiles; Measure of Dispersion - Range, Quartile Deviation, Average Deviation, Variance and Standard Deviation; Skewness and Kurtosis.

Unit II: Correlation and Regression: Coefficient of Correlation – Karl Pearson's Method of calculating Coefficient of Correlation for two variables and more variables; Regression – Regression equations for two and more than two variables; Determination of Regression Coefficients and Estimation and Forecasting using Regression Coefficient.

Time Series Analysis: Time Series Data; Components of time series; Additive and Multiplicative models; Trend analysis; Fitting of trend line using Principle of least squares – Linear, Second degree parabola and Exponential; Shifting of Origin and Conversion of annual Linear trend equation to quarterly/monthly basis and vice-versa; Moving averages. Seasonal variations, Calculation of Seasonal Indices using Simple averages, Ratio-to-trend and Ratio-to-moving averages methods; Uses of Seasonal Indices.

Unit III: Probability and Mathematical Expectation: Basic Concepts, Probability Rules, Statistical Independence and Dependence, Marginal, Probability, Joint Probability Conditional Probability, Bayes Theorem, Expected Value of a Random Variable, Properties of Expected Values.

Probability Distributions: Discrete Distributions - Binominal Distribution and Poisson Distribution; Continuous Distributions -Normal, Exponential and Uniform Distributions.



Unit IV Sampling Theory and Survey Instruments: Meaning, Importance and limitations, Probability and Non- Probability Sampling Techniques. Identification of Respondents; Development of Survey Instruments, Testing the survey instruments and Collection of data.

Testing of Significance of Results: Testing the Significance using Parametric and Non-parametric tests; Testing the hypothesis and Interpretation of results.

Unit V: Use of Microsoft Excel and Software Packages for data analysis: MS Excel - Develop proficiency in using statistical and other functions contained therein related to formation of Frequency distributions, Calculations of Averages, Measures of dispersion, Correlation and Regression Coefficients; Accounting ratios; BSE SENSEX, NSE NIFTY.

Statistical Package for Social Sciences (SPSS): User Manuel, Prepare data for analysis, Usage of SPSS software (import/export of data, commands like open, save, etc.), Applying basic statistical analysis; Quantitative and Qualitative data analysis, Descriptive analysis and Testing the significance of one variable, two variables and multi-variables data; Security and control of information systems, Ethical and Social dimensions of Statistical Data Analysis.

Course Exit Learning Outcomes:

Upon successful completion of this course the student should be able to demonstrate

- *Understanding of the statistical methods used for collection and analysis of data.*
- *Understanding of computer hardware and software packages and their capability and usage in analysis of data.*
- *Collect data by conducting sample surveys and from secondary sources.*
- *Analyse the data using computer software, test their significance and interpret the results.*

Suggested Readings:

1. Budnick, P. *Applied Mathematics*. McGraw Hill Publishing Co.
2. Gupta, S.C. *Fundamentals of Statistics*. Himalaya Publishing House.
3. Gupta, S.P. and Gupta, Archana. *Elementary Statistics*. Sultan Chand and Sons, New Delhi.
4. Levin, Richard and David S. Rubin. *Statistics for Management*. Prentice Hall of India, New Delhi.
5. Mizrahi and Sullivan, John: *Mathematics for Business and Social Sciences*. Wiley and Sons.
6. *Schaum's Outlines Series*. McGraw Hill Publishing Co.
7. Sharma, J. K. *Business Statistics*. Pearson Education.
8. Singh, J. K. *Business Mathematics*, Himalaya Publishing House.
9. Spiegel, M.R. *Theory and Problems of Statistics*.



10. Thukral, J.K. *Mathematics for Business Studies*. Mayur Publications

11. Vohra, N. D. *Business Mathematics and Statistics*. McGraw Hill Education (India) Pvt Ltd

PAPER JOCAT3.04: INCOME TAX - COMPUTERISED ACCOUNTING AND DOCUMENTATION

Course Objectives:

The course aims to:

- Develop detailed understanding of the students of documents and records, filing of returns, and collection and payment of tax as per the requirements of the Income Tax law*
- Develop competence and skill to apply the knowledge of Income Tax law in developing appropriate documents and records, determine income liable to tax and file returns of income in a business set-up.*
- Develop competence to work in a business set up and also as a consultant in tax matters independently.*

Course Contents:

Unit I: Development of Income Tax documents using Computer and Software: Development of Income tax documents, Tax Accounts and Tax Records; Tax Deduction at Source; Filing of returns of Tax deduction at source; Assessment of Advance payment liability, Advance payment of tax.

Unit II: e-Filing of Returns of Income: Meaning of e-filing; difference between e-filing and regular filing of returns; benefits and limitations of e-filing; types of e-filing; e-filing process; relevant notifications.

Income tax and e-filing of ITRs - Introduction to Income Tax Portal; preparation of electronic returns; Instructions for filling out form ITR-1, ITR-2, ITR-3, ITR-4, ITR-4S, ITR-5, ITR-6.

Unit III: TDS and e-Filing of TDS returns - Introduction to the concept of TDS, Provisions relating to advance payment of tax, Tax Deduction at Source, Tax Collection at Source, schedule for deposit of TDS; Permanent Account No and Tax Deduction and Collection Accounts, Schedule for submission of TDS returns; prescribed forms for filing of TDS returns; Exemption from TDS – Form 13, 15G, 15H; Practical e-filing of TDS returns and Advance Payment of Tax.

Unit IV: Income Liable to Tax: Determination of tax liability, Payment of tax, Refunds, Appeals and final settlement of tax liability; Payment of interest by and to an assessee; Refund of excess tax paid by the assessee; Penalty and Prosecutions under the Income Tax Act; Assessment Authorities; Appellant Authorities; Appeals and Revisions.

Unit V: Lab work for Skill development: Development of Tax Accounts and Records, Calculation of income liable to tax, Tax deduction at source and Advance tax, Tax deduction at source Statement and Advance tax statements, Computation of tax liability, Filing of tax Returns, Payment of tax, Refunds.

**For Skill development:**

(1) The Department shall purchase and install the necessary technology and equipment set an Accounting Laboratory and engage and develop competent and skilled faculty to guide and supervise the students.

(2) The students would be given adequate time to practice in the Accounting Laboratory using the installed hardware and software.

Course Exit Learning outcomes

Upon successful completion of this course the student should be able to demonstrate:

Understanding of law and practice of Income Tax and applicable provisions of the tax in a business set-up.

Understanding of documentation and records, filing of returns, and collection and payment of tax as per the requirements of the Income Tax law using technology in a business set-up.

Work in a business set up and provide support in income tax related matters and develop the ability to file online returns of income for individuals, firms and companies.

Suggested Readings:

1. Manoharan, T. N. *Students Handbook on Income Tax Law*. Snow White Publications
2. Mehrotra, H. C. *Income Tax Law and Accounts including Tax Planning*. Sahitya Bhawan Publications.
3. Narang and Gaur. *Income Tax*. Himalaya Publishing House.
4. Prasad, B. *Direct Taxes - Law and Practices*. Wishwa Prakashana
5. Singhania, Vinod K and Singhania, Kapil. *Direct Tax Planning and Management*. Taxman.
6. Singhania, Vinod, K. *Direct Taxes - Law and Practices*. Taxman.
7. *Income tax Act, 1961* (as amended till date).

Note: Latest edition of text books may be used.

SEMESTER IV

| Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|---|----------------|---------------|---------------|----------------|-----------------|-------------|
| 1. Computerised Statistical Data Analysis | 4 | 100 | 24 | 16 | 24 | 64 |
| 2. Audit and Assurance Services | 4 | 100 | 40 | 16 | 8 | 64 |
| 3. Advanced Cost and Management Accounting | 4 | 100 | 32 | 16 | 16 | 64 |
| 4. Security Analysis and Portfolio Management | 4 | 100 | 32 | 16 | 16 | 64 |
| 5. Internship | 4 | 100 | -- | -- | 64 | 64 |
| Total | 16 | 400 | 128 | 64 | 128 | 320 |

PAPER JOCAT4.01. COMPUTERISED STATISTICAL DATA ANALYSIS

Course Objectives:

The course aims to:

- Provide the students' knowledge and understanding of the computerised systems for the collection and analysis of data using statistical methods.
- Equip the students with the knowledge and understanding of the statistical techniques and computer software technology for the analysis of statistical data and testing their significance for the intended use.
- Develop competence of students in analysing the data using technology and statistical methods in a business set up.

Course Contents:

Unit I: Sampling Theory and Survey Instruments: Meaning, Importance and limitations, Probability and Non- Probability Sampling Techniques. Identification of Respondents; **Development of Survey Instruments:** Development of survey instruments Questionnaires and schedules; Testing the survey instruments for Reliability and Validity, Cronbach Alpha Test.

Testing the hypothesis: Meaning and need, Null hypothesis and Alternate Hypothesis, Testing the hypothesis.

Unit II: Testing Significance of Results: Parametric tests – Fisher's z test for large samples, Student's t test for small samples.

Non-parametric tests; Testing the significance of results using Parametric and non-parametric tests; Interpretation of results.

Unit III: Skill Development – Use of Microsoft Excel and software: Use of Microsoft Excel and Software Packages for Data Analysis; Handling operators in formula, Project involving



multiple spreadsheets, Organizing Charts and graphs; Working with Multiple worksheets; controlling worksheet views, Naming cells and cell ranges.

Spreadsheet Functions: Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and reference, Database functions, Text functions and Error functions.

Working with Data: Sort and filter, Consolidate Tables, Pivot tables; What-if-analysis: Goal seek, Data tables and Scenario manager; Data analysis Tool Pak:

Creating business spreadsheet: Loan and Lease statement; Ratio Analysis; Payroll statements; Capital Budgeting; Constraint optimization, Assignment Problems, Depreciation Accounting; Graphical representation of data; Frequency distribution and its statistical parameters; Develop proficiency in using statistical and other functions contained therein related to formation of frequency distributions and calculations of Descriptive Statistics, Averages, measures of dispersion, Correlation and Regression Analysis; Accounting ratios; BSE SENSEX & NSE NIFTY.

Unit IV: Skill Development - Use of Statistical Package for Social Sciences (SPSS): User Manuel, Preparing data for analysis, basic usage of SPSS software (import/export of data, commands like open, save, etc., applying basic statistical analysis); Quantitative and qualitative data analysis, Descriptive analysis of data, Testing the significance of one variable, two variables and multi-variables data.; Security and control of information systems.

Unit V: Recent Trends in Computing: Tools of business collaboration: emails, wikis, file sharing, screen sharing, web presenting, work scheduling; Cloud computing: meaning, types of cloud services: IaaS, PaaS, SaaS; Grid Computing; Virtualization; Green Computing; E-Commerce: meaning, business models, Electronic Data Interchange (EDI), Payment Gateways; Internet of Things (IoT); Ethical and Social dimensions in the use of technology for data analysis.

For Skill development:

(1) The Department shall purchase and install the necessary technology and equipment, set up an Accounting Laboratory and engage and develop competent and skilled faculty to guide and supervise the students.

(2) The students would be given adequate time to practice in the Accounting Laboratory using the installed hardware and software.

Course Exit Learning Outcomes:

Upon successful completion of this course the student should be able to demonstrate:

- Understanding of the statistical methods used for collection and analysis of data.*
- Understanding of computer hardware and software packages and their capability and usage in analysis of data.*
- Develop instruments and collect data by conducting sample surveys and from secondary sources.*
- Analyse the data using computer software, test their significance and interpret the results.*

**Suggested Readings:**

1. Budnick, P. *Applied Mathematics*. McGraw Hill Publishing Co.
2. Elmasari, Ranez and Shamkant B. Navathe, *Fundamentals of Database Systems*, Pearson Education
3. Gupta, S.C. *Fundamentals of Statistics*, Himalaya Publishing House.
4. Jain, Hem Chand and Tiwari H. N. *Computer Applications in Business*. Taxman Publications.
5. Levin, Richard and Rubin, David S. *Statistics for Management*. Prentice Hall of India, New Delhi.
6. Madan, Sushila, *Computer Applications in Business*, Scholar Tech Press.
7. Mathur, Shruti and Jain Pooja. *Computer Applications in Business*, Galgotia Publishing Company
8. Mizrahi and John Sullivan. *Mathematics for Business and Social Sciences*. Wiley and Sons.
9. *Schaum's Outlines Series*, McGraw Hill Publishing Co.
10. Sharma, J. K. *Business Statistics*. Pearson Education.
11. Sharma S.K. and Bansal Mansi. *Computer Applications in Business*, Taxman Publications.
12. Wayne, Winston. *Data Analysis & Business Modelling*, PHI Publishing.

Note: Latest edition of text books may be used.

PAPER JOCAT4.02. AUDIT AND ASSURANCE SERVICES**Course Objectives:**

The course aims to:

- Develop knowledge and understanding of the students of auditing and auditing procedures and techniques.*
- Understanding of the students of the concept and practice of audit work, internal check, internal audit, statutory audit and audit reports.*
- Understanding of ethics in audit and the requirements and mechanism of audit under computerised environment.*

Course Contents:

Unit I: Concept of Audit and Audit Evidences: Auditing, Philosophy of Audit, Extended Meaning of Audit, Auditing as a Social Science, Social Object of Audit, Audit Evidences-



Introduction, Sources, Relevance and Reliability, Sufficiency and Appropriateness, Methods of Obtaining Audit Evidences; Basic Principles and Techniques of Auditing; Classification of Audit, Audit Planning, Internal Control – Internal Check and Internal Audit; Role of Auditors in corporate governance; Peer review and Independent review of Audit; Public Company Accounting Oversight Board (PCAOB); National Financial Reporting Authority (NFRA).

Standards on Auditing: Background, Definition, Scope, Objectives and Significance, Procedure of Issuing Standards, Structure of the Standards Issued by the AASB, Role of IAASB.

Unit II: Internal Control System and Risk Assessment: Elements of Internal Control System; Internal Check and Internal Audit, Evaluation of Internal Control System; Narrative Record, Internal Control Checklist, Internal Control Questionnaire, Tests of Internal Control, Relationship between Internal Auditor and Statutory Auditor, Professional Scepticism, Concept of Audit Risk, Application of Concept of Materiality; Relationship between Audit Risk and Materiality.

Unit III: Auditor's Report: Essential of Good Report, Elements of Auditor's Report, Types of Auditor's Reports - Unqualified Report and Modified Report, Qualified Report, Adverse Report, Disclaimer of Opinion; Audit Reports and Certificates for Special Purposes, Auditor's Report under the Companies Act, 2013, the Companies (Auditor's Report) Order, 2016 (CARO).

Auditor's Independence, Professional Ethics and Professional Misconduct: Professional Ethics of Chartered Accountants, Fundamental Principles of Professional Accountants, Professional Misconduct and Negligence, Schedules of the Chartered Accountants Act, 1949 relating to Professional Misconduct, Enquiry into Charges of Misconduct of Chartered Accountants; Auditor's Independence - Meaning and related Issues.

Unit IV: Government Audit: Concept of Government Audit, Comptroller and Auditor General(C&AG) - Duties and Powers, Expenditure Audit and Audit of Receipts, Constitutional Role of C&AG, Audit of Local Bodies and Not-for-Profit Organizations -Objectives, Audit Programme.

Special Audits: Audit of Financial Institutions; Audit of Banks; Audit of Insurance Companies; Audit of Co-operative societies and Trust; Audit of Non-banking Financial Companies; Cost Audit-Objectives, Benefits, Qualification, Disqualification and Appointment of Cost Auditor; Management Audit - Objectives, Benefits, Appointment of Management Auditor; Secretarial Audit- Objectives, Benefits, Qualification and Appointment of Secretarial Auditor, Secretarial Standards (SSs) under the Companies Act, 2013; a Brief Outline of SSs issued by the ICSI, Scope and Functions of the Secretarial Standards Board.

Unit V: Information Systems Audit: Objectives, Scope and Methodology of Information System Audit; Auditing around the Computer, Auditing using the Computer, Audit Trail, Computer Assisted Audit Techniques (CAATs).

Emerging Trends in Auditing: Peer Review; Investigation, Forensic audit; Due Diligence; Green (Environmental) Audit - Concept, Objectives, Current Practice in India.

Course Exit Learning Outcomes:

After successful completion of this course, students will be able to:

- Develop knowledge and understanding of auditing and generally accepted auditing standards, procedures and techniques of audit.*



- Understand the practice of audit work, internal check, internal audit, statutory audit and audit reports.*
- Understand requirements of auditor independence, audit ethics in audit and other legal and professional expectations from auditors.*
- Understand the requirements and practice of audit under computerised environment.*

Suggested Readings:

1. Gupta, Karnal, *Contemporary Auditing* Tata Mc. Graw-Hill, New Delhi.
2. Gupta, Kamal. *Practical Auditing*. TMH
3. Manjunatha J.M. and others. *Auditing and Assurance*. Himalaya Publishing House.
4. Pagare, Dinakar. *Practice of Auditing*. Sultan Chand
5. Ramaswamy, M. S. *Principles and Practice of Auditing*.
6. Saxena, R.G. *Principles of Auditing*. Himalaya Publishing House.
7. Saxena, R.G. *Principles and Practice of Auditing*. Himalaya Publishing House.
8. Sharma, T.R. *Auditing Principles and Problems*. Sahitya Bhawan, Agra.
9. Sharma, T. R. *Auditing*. Sahitya Bhavan
10. Tandon, B.N. *Principles of Auditing*. S. Chand and Company, New Delhi.
11. Tandon, B. N. *Practical Auditing*. Sultan Chand

Note: Latest edition of text books may be used.

PAPER JOCAT4.03. ADVANCED COST AND MANAGEMENT ACCOUNTING**Course Objectives:**

The objectives of this course are:

- To equip the students with the advanced knowledge of concepts, methods and techniques of cost and management accounting.*
- To enable the students to use various techniques of cost ascertainment, budget preparation, variance analysis focusing on its need for managerial decision making and support their use.*

Course Contents:

Unit I: Life Cycle Costing: Meaning and benefits; Product Life Cycle and pricing decisions; Life Cycle Budgeting.



Target Costing: Concept; Target costing and target pricing; Key principles of target costing; ABC and target costing; Target costing process; Market driven costing, Product level costing, Component level costing; Chained target costing; Target costing and cost management; Role of Value Engineering in Target Costing.

Kaizen Costing: Meaning; implementation steps in Kaizen costing; Target costing and kaizen costing; General kaizen costing and item specific kaizen costing; Bench marking.

Unit II: Backflush Accounting and Throughput Costing: Backflush Accounting: Meaning, Process, Problems, Variants of the Backflush System. Throughput Costing: Concepts, Basic logic of throughput costing, comparison with absorption costing, Steps to be followed to increase throughput, Problems.

Activity-Based Budgeting (ABB): ABB and traditional budgeting; ABB Process; Capacity utilization; Role of ABB in cost management.

Unit III: Responsibility Accounting and Divisional Performance Measurement: Advantages and disadvantages of divisions; Concept of responsibility accounting, Responsibility centres, Cost centre, Revenue centres, Profit centre, Investment centre; Responsibility performance reporting; Financial measures of performance, Non- financial performance measures.

Transfer Pricing: Transfer Pricing – meaning, necessity, Objectives, applications, Methods (Cost Based, Market Price Based and Negotiated Pricing), Advantages and Disadvantages, Criteria for setting Transfer Prices, Guiding Principles in the fixation of transfer prices, Transfer Price in different situations. International transfer pricing: meaning, factors affecting international transfer pricing.

Unit IV: Performance Measurement: Traditional performance measures;

Balanced Score Card: Meaning, perspectives in Balanced Scorecard; Weighting performance measures; Requisites of Balanced Scorecard and strategy; Components of SCM.

Cost Control and Cost Reduction: Basics, process, methods and techniques of cost reduction programme.

Unit V: Total Quality Management (TQM): Meaning and characteristics; Types of quality costs; Traditional and modern view of quality, measuring quality costs; Reporting quality costs; Success factors for TQM; Implementing TQM; Quality cost information and managerial decision making.

Cost of Quality and TQM: Definition, classification of quality costs, cost of Conformance, Prevention costs, Appraisal costs, Cost of Non-conformance, Optimization of quality cost, TQM Core concepts of TQM, Benefits of TQM. TQM –Basics, Stages, Principles, Controls, Corrective actions, PRAISE- Steps - Problems, Implementation Cost of quality report Continuous process improvement.

Course Exit Learning Outcomes

After completing the course, the student will be able to:

- *Identify the cost according to their associated activities and apply costing techniques for estimating and computing cost of products or services.*



- *Understand and apply various advanced costing and management accounting techniques such as life cycle costing, target costing, activity-based costing, Kaizen costing, Transfer pricing, etc., in business situations.*
- *Prepare cost statements and income statements using innovative costing techniques for managerial decisions.*
- *Prepare different forms of budgetary statements, identify and control cost at a responsibility centre assigned to a manager, analyse and report performance of the assigned responsibility centre.*

Suggested Readings:

1. Arora, M. N. *A Text book of Cost & Management Accounting*. Vikas Publishing, New Delhi
2. Brown and Haward, Mac Donald, Evans. *Principles of Management Accountancy*. London.
3. Cowe, Roger. *Hand Book of Management Accounting*. A Grower Handbook.
4. Horngren, T. Charles, Datar, M. Srikant and Rajan, V. Madhav. *Cost Accounting: A Managerial Emphasis*. Prentice Hall publishers, Delhi
5. Kishore, Ravi. M. *Cost Management*. Taxman, Allied Services (P) Ltd.,
6. Lal, Jawahar and Srivastava, Seema. *Cost Accounting*. Tata McGraw Hill, Delhi
7. Mukherjee S. and Roychowdhury, A.P. *Advanced Cost and Management Accountancy*. New Central Book Agency, Calcutta.
8. Paul, S.K.R. *Management Accounting*. New Central Book Agency Private Ltd., Calcutta.
9. Shank, John K. *Cases in Cost Management: A Strategic Emphasis*. South-Western Publishing, Thomson Learning.
10. Sharma and Gupta, Shashi. K. *Cost & Management Accounting*. Kalyani Publishers.

Note: Latest edition of text books may be used.

PAPER JOCAT4.04. SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT

Course Objectives:

This course aims to:

- *Equip the students with essential knowledge of tools, techniques, models and investment theories necessary for analysing different types of securities, making sound investment decisions and optimal portfolio choice.*
- *Develop and equip the students to adopt, understand and practice sound portfolio management concepts and practices under competitive market conditions.*

Course Contents:

Unit I: Investments: The Investment environment, various investment alternatives and risk return trade off; Investment decision process; Risk aversion; Types of investors; Risk-Return analysis and impact of taxes and inflation; Types and sources of returns and risks and their measurement; Diversification and Hedging; Socially responsible investing; Ethical investing and other contemporary issues in investment management.

Unit II: Analysis of Fixed Income Securities: Bond fundamentals; Types of bonds; Innovations in bond market; Valuation of bonds; Bond yields (Yield to Maturity, Yield to Call, and Realized

Annual Yield); Bond price- yield relationship; Bond convexity; Malkiel Bond Theorems; Risks in bonds- interest rate risk, price risk, reinvestment rate risk, inflation risk, default risk; Analysis of risks in bonds - Bond Duration, Modified duration and their measurement; Bond portfolio management including immunized bond portfolio.

Unit III: Analysis Equity Investments: Approaches to security valuation; Fundamental Analysis, Economy, Industry, and Company Analysis (EIC framework); Equity Valuation Models (DDM, P/E Ratio model and Free Cash Flow Valuation approach); Forecasting P/E ratio. Technical Analysis – Basic premise and Dow theory; Types of charts and Chart patterns; Moving average analysis; Market indicators and stock specific indicators; Odd lot theory; Efficient market hypothesis (EMH); Forms of market efficiency and their implications; Tests of different forms of market efficiency; Assumption of Investor’s rationality and its critique;

Unit IV: Portfolio Analysis: The concept and significance of portfolio; Calculation of portfolio return and risk; Risk aversion and capital allocation to risky assets and risk-free asset; Optimal risky portfolio; Optimal complete portfolio; Markowitz portfolio selection model; Sharpe’s single Index Model and Optimal portfolio construction;

Unit V: Portfolio Selection and Management: Capital market theory- Capital market line (CML) and concept of market portfolio; Tobin’s separation Theorem; Capital Asset Pricing Model (CAPM) and its extensions; Stock market anomalies (Size effect, Value effect, Seasonality effect, Overreaction effect); Arbitrage Pricing Theory and Multifactor Asset Pricing Models including Fama French Five factor model; Active and Passive portfolio management; Investment strategies - Value investing, Momentum and Contrarian strategies; Portfolio performance evaluation (Sharpe index, Treynor Index, Jensen’s alpha, Information ratio and Fama’s decomposition measure).

Course Exit Learning Outcomes

After successful completion of this course the student should be able to:

- Understand the environment of investment and risk return framework and the theories that explain these features.*
- Analyse bonds in terms of valuation, yields and risks as well as build up immunized bond portfolio.*
- Analyse shares using different approaches and models and build up a portfolio of shares.*
- Construct, analyse, select and evaluate portfolios along with a deep understanding of Capital market theory and associated models.*
- Understand and analyse various trading strategies and critically examine various innovations in the market.*

Suggested Readings:

1. Alexander, Shampe and Bailey. *Fundamentals of Investments*. Prentice Hall of India
2. Bhat, S. *Security Analysis and Portfolio Management*. Excel Books, New Delhi.
3. Chandra, Prasanna. *Security Analysis and Portfolio Management*. Tata McGraw Hill Publishing company, New Delhi.



4. Fischer, D. E., and Ronald J. J. *Security Analysis and Portfolio Management*. Prentice-Hall of India, New Delhi.
5. Kevin, S. *Security Analysis and Portfolio Management*. PHI learning Pvt Ltd. New Delhi
6. Pandian, P. *Security Analysis and Portfolio Management*. Vikas publishing house Pvt Ltd. Noida
7. Ranganatham, M. and Madhumathi, R. *Investment Analysis and Portfolio Management*. Pearson Education, New Delhi.

Note: Latest edition of text books may be used.

Exit Learning Outcomes of Qualification:

After successful completing this course, the student shall be able to demonstrate:

- Knowledge and understanding of theory and practice of Financial Accounting, Cost Accounting, Goods and Service Tax, Income Tax and Data Analysis Techniques.*
- Skill and proficiency in the application of digital technology in accounting and taxation field.*
- Knowledge, understanding and skill to seek job in a business enterprise in the Accounting, Taxation and Data Analysis fields or set up own enterprise to provide consultancy in Accounting, Taxation and Data Analysis.*



PAPER JOCAT4.04. INTERNSHIP

After completion of the 4th Semester, each student shall undergo internship of 4 weeks. The internship can be undertaken either at the office of a practicing firm of Chartered Accountant/Cost Accountant/ Company Secretary or a manufacturing company/ Banking Company/Insurance Company/Mutual fund/Financial Planners and Consultants/Cooperative Society/Partnership firm/Single Proprietorship firm/NGO Commercial/Non-Commercial, Government/Non-Government/Quasi-Government Department under a workplace supervisor. The internship shall carry 4 credits and the performance shall be evaluated out of 100 marks.

The student shall maintain day to day record of work done by him during the internship with the firm. Based on that the student shall develop a written report on the work done and achievements made during the internship, get these certified by the authorised signatory of the firm and submit the report after completion of internship to the Head of the Department/Head of the Institution.

After successful completion of the internship the student shall further procure the following documents from the firm where he undertakes the internship:

1. Certificate of successful completion of internship with certification by the authorised signatory on the letter head of the firm.
2. Photo copy of attendance register duly attested by the authorised signatory of the firm.

A viva-voce shall be conducted at the end of training by a board consisting of one external examiner from industry or professional firm and an internal examiner from the Department/Institution. The internship shall be of 100 marks. The internship report shall be evaluated for 70 marks and the performance at the viva voce shall be evaluated out of 30 marks by the board of examiners, Marks secured shall be added to the Marks sheet of the 5th Semester examination.



JOB ORIENTED CERTIFICATE COURSES

1. Pre-requisite: A student qualifying at the Senior Secondary examination from a recognised Board of Secondary Education shall be eligible for admission to a Job oriented course.

1. CERTIFICATE IN GOODS & SERVICES TAX

Qualification: A student shall be awarded Certificate in Goods & Service Tax/ on qualifying at the examination.

| Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|--|----------------|---------------|---------------|----------------|-----------------|-------------|
| 1. Goods & Services Tax – Law and Practice | 4 | 100 | 40 | 12 | 12 | 64 |
| 2. Computerised Goods & Services Tax | 4 | 100 | 12 | 12 | 40 | 64 |
| Total | 8 | 200 | 52 | 24 | 52 | 128 |

PAPER CGST1.01. GOODS AND SERVICES TAX AND CUSTOMS - LAW AND PRACTICE

Course Objectives:

This course aims to:

- Develop in the students a detailed understanding of the law and practice of Goods and Services Tax and the application of its provisions in a business set-up.
- Develop in the students a detailed understanding of documents, records, books of accounts and tax returns, and the requirements for the payment of Goods and Services Tax in a business set-up.

Course Contents:

Unit I: Introduction: Constitutional framework of indirect taxes (Taxation powers of Union and State Governments); Rationale for Goods and Services Tax (GST); Structure of GST (SGST, CGST, UTGST and IGST); GST Council; GST Network; Compensation Mechanism for States.

Unit II: Levy and Collection of GST: Taxable events, Supply of goods and services; Place of supply: Intra-state, Inter-state, Import and Export; Time of supply; Valuation for GST, Valuation rules; Taxation of reimbursement of expenses; Exemption from GST: Small supplies and Composition scheme; Classification of goods and services: Composite and Mixed supplies.

Threshold Exemption and Registration: Registration procedure, Amendment of registration, Cancellation of registration, Revocation of cancellation of registration; Classification of Goods and Services under GST for Rate Purposes.

Unit III: Input Tax Credit: Eligible and ineligible input tax credit; Apportionments of credit and blocked credits; Tax credit in respect of capital goods; Recovery of excess tax credit; Availability of tax credit in special circumstances; Transfer of input credit (Input Service Distribution); Doctrine of unjust enrichment; TDS; TCS; Reverse Charge Mechanism; Job work.



Unit IV: Filing of Tax Returns: Procedure for Filing of tax returns of GST, Matching tax credits and due dates; Payment of tax, Interest and Levy of Late fees. Assessment: Self-assessment; Summary and scrutiny; Taxability of e-Commerce; Anti-profiteering; Avoidance of dual control; e-way bills; Zero-rated supply; Payment of taxes; Refund.

Unit V: Audit, Inspection, Search and Seizure: GST Audit and Assessment; GST authorities - Power and proceedings (bifurcation between Central & States); Self-assessment, Provisional assessment, Summary assessment and Scrutiny of returns; Anti-profiteering; Avoidance of dual control; Offences and penalties; Appeal and Revision of assessment; Demands and Recovery; Advance Rulings; Tax deduction at sources and Advance tax statements.

Customs Law - Basic concepts; Territorial waters; High seas; Types of custom duties; Valuation; Baggage rules and Exemptions.

Note: The amendments in the GST Act and Regulations up to 30th June in the immediately preceding year shall be considered as part of the curriculum.

Course Exit Learning Outcomes:

Upon the completion of this course the student should be able to demonstrate:

- Understanding of law and practice of Goods and Services Tax and apply the provisions of the law in a business set-up.*
- Understanding of the requirement of documents, records, books of accounts and tax returns and payment of Goods and Services Tax and prepare these documents and records in a business set-up.*

Suggested Readings:

1. Ahuja, Girish and Gupta, Ravi. *Systematic Approach to GST*. Wolters Kluwer.
2. Babbar, Sonal, Kaur, Rasleen and Khurana, Kritika. *Goods and Service Tax (GST) and Customs Law*. Scholar Tech Press.
3. Bansal, K. M. *GST & Customs Law*. Taxman Publication.
4. Datey, V. S. *All about GST, A Complete Guide to Model GST Law*. Taxman Publications
5. Gupta, FCA Vineet and Gupta, Dr N. K. *Fundamentals of Goods and Services Tax*. Bharat Law House Pvt. Ltd
6. Gupta, S.S. *Taxman's GST New Returns How to Meet Your Obligations -A Practical Guide for filing of New GST Returns*. Taxman Publication.
7. Gupta, S.S. *GST- How to Meet your Obligations*. Taxman Publications
8. Mehrotra H.C. and Agarwal, V.P. *Goods and Services Tax and Customs*. Sahitya Bhawan Publications.
9. Murthy, K. Ch. A. V. S. N. Lavanya K. V. N. and Lakshmi, V. D. M. V. *Theory and Practice of Goods and Services Ta.*, Telugu Academy, Hyderabad.



10. Saha, R.G. Shah, Divyesh and Devi, Usha. *Goods and Service Tax*. HPH
11. Singhanian V. K. *GST & Customs Law*. Taxman Publication
12. Sisodia Pushpendra, *GST Law*. Bharat Law House.
13. *GST Laws - The Central Goods and Services Tax, 2017; The Constitution (One hundred and First Amendment) Act, 2016; The Goods and Services Tax (Compensation to States) Act, 2017; The Integrated Goods and Services Tax, 2017; The Union Territory Goods and Services Tax, 2017.*

Note: Latest edition of text books may be used.

PAPER CAGS1.02: GOODS AND SERVICES TAX - COMPUTERISED ACCOUNTING AND DOCUMENTATION

Course Objectives:

This course aims to:

- *Develop a detailed understanding in the students of documents, records, books of accounts and tax returns, and the requirements for the payment of Goods and Services Tax using computer hardware and software packages in a business set-up.*

Course Contents:

Unit I: Preparation of Business Records using Microsoft Office: Use of Excel for preparing GST Records; Analysis of GST Data; Use of Microsoft Point for Presentations; Use of Microsoft word for GST Reports.

Unit II: Computer Hardware and Software for GST: Use of MS excel and other Software Packages such as Tally. ERP 9, QuickBooks India, Zoho Books, MargERP 9+, Vyapar, myBooks, Busy Accounting, Logic in Business set up.

Unit III: Maintenance of Electronic Records and Documents for GST: Maintaining Online Ledgers - Tax liability ledger, Cash Payment ledger, ITC Ledger; Tax Records - Tax invoice, Credit notes and Debit notes, Electronic way Bill., Bill of supply; Filing of tax returns - Development of GST records, Payment of tax including reverse charge, Refund, Job work Input tax credit, Computation of GST liability.

Unit IV: Electronic Filing of GST Returns: GST returns: GSTR-1, GSTR-2, GSTR-3, GSTR-4, GSTR-7, GSTR-8, GSTR-9, GSTR-10, GSTR-3B and Payment of Tax

Unit V: Skill Development: Data analysis using Excel; Development of Tax invoice, Credit and Debit notes, Electronic way bill, Accounts and Records, filing of tax returns, Payment of tax including reverse charge, Refund, Input tax credit; Computation of GST liability; Filing of Tax Returns and Settlement of tax liability.

For Skill development:



(1) The Department shall purchase and install the necessary technology and equipment, set up an Accounting Laboratory and engage and develop competent and skilled faculty to guide and supervise the students in GST records and documentation.

(2) The students would be given adequate time to practice in the Accounting Laboratory using the installed hardware and software.

Course Exit Learning Outcomes:

Upon the completion of this course the student should be able to demonstrate:

- Understanding of the documents, records, books of accounts and tax returns requirements and payment of Goods and Services Tax using computer hardware and software packages in a business set-up.*
- Use the knowledge and understanding of the Goods and Services Tax and Computer hardware and software packages in processing GST records in a business set up.*
- Work in a business set up and provide support in GST related matters and develop the ability to file online returns of Goods and Services Tax.*

Suggested Readings:

1. Ahuja, Girish and Gupta, Ravi. *Systematic Approach to GST*. Wolters Kluwer
2. Babbar, Sonal, Kaur, Rasleen and Khurana, Kritika. *Goods and Service Tax (GST) and Customs Law*. Scholar Tech Press.
3. Bansal, K. M., *GST and Customs Law*, Taxman Publication.
4. Chheda, Rajesh. *Learn Tally. ERP 9 with GST and E-way Bill: Ane's Student Education*
5. Datey, V. S. *All about GST, A Complete Guide to Model GST Law*. Taxman Publications
6. Gupta, FCA Vineet and Gupta, Dr N. K. *Fundamentals of Goods and Services Tax*. Bharat Law House Pvt Ltd
7. Gupta, S.S. *Taxman's GST New Returns How to Meet Your Obligations -A Practical Guide for filing of New GST Returns*. Taxman Publication.
8. Gupta, S.S. *GST- How to Meet your Obligations*. Taxman Publications
9. Murthy, K. Ch. A. V. S. N. Lavanya K. V. N. and Lakshmi, V. D. M. V. *Theory and Practice of Goods and Services Tax*, Telugu Academy, Hyderabad.

Note: Latest edition of text books may be used.



2. CERTIFICATE IN INCOME TAX

Qualification: A student shall be awarded Certificate in Income Tax on qualifying at the examination.

| Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|---|----------------|---------------|---------------|----------------|-----------------|-------------|
| 1. Income Tax - Law and Practice | 4 | 100 | 40 | 12 | 12 | 64 |
| 2. Income Tax – Computerised Accounting & Documentation | 4 | 100 | 12 | 12 | 40 | 64 |
| Total | 8 | 200 | 52 | 24 | 52 | 128 |

PAPER CIT1.01. INCOME TAX – LAW AND PRACTICE

Course Objectives:

This course aims to:

- Develop detailed understanding of the students of law and practice of Income Tax and applicable provisions of the tax in a business set-up.*
- Impart knowledge of law pertaining to levy of income tax in India to enable the students to apply the same in a business set up and for self-employment as tax consultants.*

Course Contents:

Unit I: Basic Concepts: Income; Agricultural income; Person; Assesses; Assessment year; Previous year; Gross Total Income; Total income; Maximum marginal rate of tax; Permanent Account Number (PAN); Residential status; Scope of total income on the basis of residential status; Exempted income.

Computation of Income under different heads: Income from Salaries, Income from House Property, Profit from Business and Profession, Income under the head Capital Gains, Short term and Long-term capital gains, Income from other sources.

Unit II: Computation of Total Income and Tax Liability of Individuals: Determination of Gross Total Income; Deductions from Gross Total Income, Provisions for clubbing of Income, Income chargeable to tax.

Taxation of Income of a Hindu Undivided Family, a firms/LLPs, AOP/BOIs and Charitable Trust: Determination of income under the head, Capital Gains, Income from other sources, Set off and Carry forward of losses, Gross total income, Deductions from Gross Total Income, Income chargeable to tax.

Unit III: Computation of Business Income: Determination of Income under the head Income from Business and Profession, Deductions, Set off and carry forward of losses; Income Chargeable to tax.

Unit IV: Returns of Income and Assessment: Permanent Account No, Tax Deduction and Collection Accounts, Tax Deduction at Source, Tax Collection at Source, Filing of TDS Returns;



Advance Payment of Tax, Payment of interest by and to an assessee; Refund of excess tax paid by the assessee; Penalty and Prosecutions under the Income Tax Act, 1961; Appeals and Revisions, Search and Seizure Provisions.

Unit V: Income Tax Authorities and their Functions: Various authorities and their functions, Income Tax Appellant Tribunal, Advance ruling for non-residents; Income Computation and Disclosure Standards.

Note: The amendments in the provisions of Income Tax law and Regulations up to 30th June in the immediately preceding year shall be applicable.

Course Exit Learning outcomes:

Upon successful completion of this course the student should be able to demonstrate:

- Understanding of law and practice of Income Tax and applicable provisions of the tax in a business set-up.*
- Understanding of documentation and records, filing of returns, and collection and payment of tax as per the requirements of the Income Tax law and apply the same in a business set-up.*
- Understand the basic concepts in the law of income tax and determine the residential status of different persons.*
- Identify the five heads in which income is categorised and compute income under the heads „Salaries“, Interest and „Income from House Property, etc.*
- Compute income under the head „Profits and gains of business or profession“, „Capital gains“ and „Income from other sources.*
- Understand clubbing provisions, aggregate income after set-off and carry forward of losses, deductions allowed under the Income Tax Act and further to compute taxable income and tax liability of individuals and firms.*
- Develop the ability to file online returns of income.*
- Work in a business set up and provide support in income tax related matters as a consultant.*

Suggested Readings:

1. Manoharan, T. N. *Students Handbook on Income Tax Law*. Snow White Publications
2. Mehrotra, H. C. *Income Tax Law and Accounts including Tax Planning*. Sahitya Bhawan Publications.
3. Narang and Gaur. *Income Tax*. Himalaya Publishing House.
4. Prasad, B. *Direct Taxes - Law and Practices*. Wishwa Prakashana
5. Singhania, Vinod K and Singhania, Kapil. *Direct Tax Planning and Management*. Taxman.
6. Singhania, Vinod, K. *Direct Taxes - Law and Practices*. Taxman.
7. Income tax Act 1961 (as amended till date)



Note: Latest edition of text books may be used.

PAPER CIT1.02: INCOME TAX - COMPUTERISED ACCOUNTING AND DOCUMENTATION

Course Objectives:

The course aims to:

- Develop detailed understanding of the students of documents and records, filing of returns, and collection and payment of tax as per the requirements of the Income Tax law*
- Develop competence and skill to apply the knowledge of Income Tax law in developing appropriate documents and records, determine income liable to tax and file returns of income in a business set-up.*
- Develop competence to work in a business set up and also as a consultant in tax matters independently.*

Course Contents:

Unit I: Computer Hardware and Software: Practical use of computer in business set up; Preparation of Business records using Microsoft Office – Word, Excel and Power Point;

Unit II: Development of Tax documents: Development of Income tax documents, Tax Accounts and Tax Records; Tax Deduction at Source, Tax deduction at source; Filing of returns of Tax deduction at source; Advance payment of tax: Assessment of Advance payment liability.

Unit III: Tax Deduction at Source and e-Filing of TDS returns - Introduction to the concept of TDS, Provisions relating to advance payment of tax, Tax Deduction at Source, Tax Collection at Source, schedule for deposit of TDS; Permanent Account No and Tax Deduction and Collection Accounts, Schedule for submission of TDS returns; prescribed forms for filing of TDS returns; Exemption from TDS – Form 13, 15G, 15H; Practical e-filing of TDS returns and Advance Payment of Tax.

Unit IV: e-Filing of Returns of Income: Meaning of e-filing; difference between e-filing and regular filing of returns; benefits and limitations of e-filing; types of e-filing; e-filing process; relevant notifications.

Income tax and e-filing of ITRs - Introduction to Income Tax Portal; preparation of electronic return; Instructions for filling out form ITR-1, ITR-2, ITR-3, ITR-4, ITR-5, ITR-6.

Unit V: Lab work for Skill development: Development of Tax Accounts and Records, Calculation of income liable to tax, Tax deduction at source and Advance tax, Tax deduction at source Statement and Advance tax statements, Computation of tax liability, Filing of tax Returns, Payment of tax, Refunds.

**For Skill development:**

(1) The Department shall purchase and install the necessary technology and equipment, develop an Accounting Laboratory and engage and develop competent and skilled faculty to guide and supervise the students in Income Tax Law and Practice.

(2) The students would be given adequate time to practice in the Accounting Laboratory using the installed hardware and software.

Course Exit Learning outcomes:

Upon successful completion of this course the student should be able to demonstrate:

Understanding of law and practice of Income Tax and applicable provisions of the tax in a business set-up.

Understanding of documentation and records, filing of returns, and collection and payment of tax as per the requirements of the Income Tax law using technology in a business set-up.

Work in a business set up and provide support in income tax related matters and develop the ability to file online returns of income for individuals, firms and companies.

Suggested Readings:

1. Manoharan, T. N. *Students Handbook on Income Tax Law*. Snow White Publications
2. Mehrotra, H. C. *Income Tax Law and Accounts including Tax Planning*. Sahitya Bhawan Publications.
3. Narang and Gaur. *Income Tax*. Himalaya Publishing House.
4. Prasad, B. *Direct Taxes - Law and Practices*. Wishwa Prakashana
5. Singhania, Vinod K and Singhania, Kapil. *Direct Tax Planning and Management*. Taxman.
6. Singhania, Vinod, K. *Direct Taxes - Law and Practices*. Taxman.
7. *Income tax Act, 1961* (as amended till date).

Note: Latest edition of text books may be used.



3. CERTIFICATE IN COMPUTERISED ACCOUNTING

Qualification: A student shall be awarded Certificate in Computerized Accounting on qualifying at the examination.

| Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|---------------------------------------|----------------|---------------|---------------|----------------|-----------------|-------------|
| 1. Computerised Accounting | 4 | 100 | 36 | 12 | 16 | 64 |
| 2. Computerised Accounting Operations | 4 | 100 | 10 | 4 | 50 | 64 |
| Total | 8 | 200 | 46 | 16 | 66 | 128 |

PAPER CCA1.01. COMPUTERISED ACCOUNTING

Course Objectives:

The course aims to:

- To equip the students with the knowledge of the conceptual framework of financial accounting, the double entry system of book keeping, books of accounts and the Indian Accounting Standards (Ind As) and develop proficiency in their application in business.
- Provide understanding to the students of the requirements of operating the computerised accounting and developing financial documents, records and books of accounts.
- Equip the students with adequate knowledge and expertise in the use of software and e packages in recording financial transactions, developing financial documents, preparing the books of financial accounting and other records as per the requirements of business.

Course Contents:

Unit I: Book Keeping and Accounting: Conceptual framework of financial accounting; Accounting Concepts; Accounting Groups; Accounting Equation; Accounting Cycle; Double Entry System of Book Keeping; Accounting Standards, Indian Accounting Standards (Ind As) and their requirements.

Voucher and Entry in Books of Accounts: Types of vouchers; Selection of voucher type for transactions; Vouchers for income and expenditure; Vouchers entry: Voucher number and date settings, Voucher entry with more than one debit or credit accounts, Editing and deleting a voucher, Printing of Vouchers and Cheques.

Multiple Price list Quotation Purchase Enquiry; Order Performa Invoice, Sales Purchase and Rejection Vouchers; Additional Purchase; Effective Rates Invoice.

Unit II: Stock Accounting: Stock Groups, Stock Categories, Unit of measure, Godown Stock item; Creating Stock Items and Groups; Creating Unit of Measurement, Creating Stock Groups using Single or multiple create features under an existing group, Creating Stock items using Single or multiple features under an existing group.

Unit III: Creating Accounting Ledgers and Groups: Single Create Vs. Multiple Create, Creating ledger under a group and entering opening balance.



Maintaining Books of Accounts: Entering financial transactions in books of original entry – Journal, Ledger, Cash Book, Rectification of errors; Preparation of Trail Balance.

Unit IV: Spreadsheet and its Business Applications: Spreadsheet concepts; Managing worksheets; Formatting, conditional formatting, Entering data, Editing, Printing and Protecting worksheets; Handling operators in formula; Projects involving multiple spreadsheets, Organizing Charts and graphs; Working with Multiple worksheets; Controlling worksheet views, Naming cells and cell ranges.

Spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and Reference, Database functions, Text functions and Error functions.

Unit V: Generation of Tax Records, Documents and Reports: Accounting for Goods and Service Tax: Accounting for Income Tax; Tax Deducted at Source, Tax Collected at Source; Assessment of Tax liability; Self-Assessment and Payment of Tax; Final Assessment and Settlement of Tax Liability;

Generation of Reports: Cash Book, Ledger Accounts, Trial Balance; Development of Income Statement, Profit and Loss Account, Cash Flow Statement and Balance Sheet.

Computerised Auditing: Internal audit, Statutory audit, Voucher verification, Verification of related party transactions; Auditing in Computerized Accounting set up; Various tools for computerised auditing.

Course Exit Learning Outcomes

After successful completing the course, the student shall be able to:

- Understand the theoretical framework of accounting, use of double-entry accounting and prepare financial statements of a business.*
- Determine depreciation and value of inventory, record transactions and events and prepare a trial balance after identifying and correcting errors, and prepare financial statements for incorporated and unincorporated entities.*
- Develop skill for preparation of trading and profit and loss account and balance sheet using computerized accounting.*
- Define the qualitative characteristics of financial information and the context and purpose of financial reporting*

Suggested Readings:

1. Agarwal, Garima. *Computerised Accounting*: Himalaya Publishing House
2. Chheda, Rajesh. *Learn Tally. ERP 9 with GST and E-way Bill*: Ane's Student Education, 2018
3. Grewal, T.S. *Introduction to Accountancy*. S. Chand and Co.
4. Gupta, R.L and Gupta, V.K. *Principles & Practice of Accounting*. Sultan Chand & Sons,
5. Haneef and Mukerjee. *Accountancy*. Tata McGraw Hill Company.



6. Jain, S.P. and Narang, K.L. *Accountancy*. Kalyani Publishers.
7. Jawaharlal Lal. *Financial Accounting*. Himalaya Publishing House.
8. Maidasani, Dinesh. *Mastering Tally*. Firewall Media
9. Nadhani, Ashok K. *Tally ERP 9 Training Guide*. BPB Publications
10. Sahgal, Deepak. *Fundamentals of Financial Accounting*. Tax Man Publication.
11. *Official Guide to Financial Accounting using Tally. ERP 9 with GST*. Tally Education Pvt., Ltd.
12. Tarang, *Tally ERP 9*: Computer World Publications.
13. Tulasian, *Accountancy*. Tata McGraw Hill Company
14. Yogeshweran, Dr. G. *Computerised Accounting*. PBP Publications.

Note: Latest edition of text books may be used.

PAPER CCA1.02: COMPUTERISED ACCOUNTING OPERATIONS

Course Objectives:

The objectives of this course are:

- *To develop knowledge and proficiency among the students in the use of computerised accounting techniques and software in the preparation of financial accounts, documents and financial statements.*
- *To develop knowledge and proficiency in the use of financial accounting concepts and standards and the computerised accounting techniques for preparing financial accounts and financial statements in different types of business organisations.*

Course Contents:

Unit I: Computerized Accounting: Computerised Accounting Systems - Meaning, Importance; Difference between computerized accounting and manual accounting; Software programs for computerized accounting; Factors affecting selection of suitable Computerised accounting software; Procurement and installation of Computerised accounting software.

Unit II: Accounting Database Management: Use of MS Excel and other software packages such as Tally. ERP 9, QuickBooks India, Zoho Books, MargERP 9+, Vyapar, myBooks, Busy Accounting, Logic. Specific features of each software package and their requirements; Identification and selection of appropriate software for business.

Using an Accounting Software: Create, Select, shut, and delete a Company; setting security features of company; Date and Period features; Configure and Features settings; Backup and Restore data of a Company



Working with Data: Sort and filter; Consolidate; Tables; Pivot tables; What-if-analysis; Goal seek; Data tables and Scenario Manager; Data analysis ToolPak: Descriptive Statistics,

Creating Business Spreadsheet: Loan and Lease statement; Ratio Analysis; Payroll Statements; Capital Budgeting; Constraint optimization, Assignment Problems, Depreciation Accounting; Graphical representation of data; Frequency distributions and their statistical parameters; Moving averages, Histogram, Covariance, Correlation and Regression Analysis.

Unit III: Accounting using Tally: Creation of Company Gateway of Tally Menu Buttons, Features and Continuation; Accounting Group Ledger, Cost Category, Currency; Voucher Types and Classes; Accounts Vouchers; Reversing Journal; Memorandum Voucher, Optional Voucher, Post-dated Voucher, Bill wise details, Interest; Money Receipt and Cheques, Debit and Credit Notes.

Creating and Configuring New Company Accounts: Account masters' maintenance, Account vouchers maintenance, Inventory master's maintenance.

Unit IV: Inventory Management: Inventory vouchers maintenance; Reports, Business management and advanced usage, Accounting and inventory report, MIS reports, Budget and scenario management, Forex management, Manufacturing company, Group company, Payroll, Tax.

Unit V: Skill Development - Maintaining Records and Books of Accounts: Stock Journal, Manufacturing Journal, Delivery Note; Receipt Note; Rejection In /Out; Tracking Numbers Stock Summary; Godown and Batch details Query; Report Configuration Option, Inventory Books. Statements with options and formats Splitting of Data. Creation of New Year Books. Preparing Balance Sheet Profit & Loss Account, Trial Balance, Registers, Outstanding Interest Calculations; Bank Reconciliation; Consolidation of Group and Company Accounts.

For Skill development:

(1) The Department shall purchase and install the necessary technology and software and equipment, develop an Accounting Laboratory, and engage and develop competent and skilled faculty to guide and supervise the students.

(2) The students would be given adequate time to practice in the Laboratory using the installed hardware and software.

Course Exit Learning Outcomes:

Upon the completion of this course the student should be able to demonstrate:

Develop understanding and adequate proficiency in the use of computer hardware and software packages for recording and analysis of financial transactions and vouchers in the books of accounts of a business.

Develop capability to develop the documents and maintain the books of financial accounting and records of a business using computerised technology.

Suggested Readings:

1. Agarwal, Garima. *Computerised Accounting*: Himalaya Publishing House.



2. Chheda, Rajesh. *Learn Tally. ERP 9 with GST and E-way Bill*: Ane's Student Education.
3. Maidasani, Dinesh. *Mastering Tally*: Firewall Media
4. Nadhani, Asok K. *Tally ERP 9 Training Guide*. BPB Publications
5. *Official Guide to Financial Accounting using Tally ERP 9 with GST*. Tally Education Pvt Ltd.
6. *Tally ERP 9 book advanced user*, Swayam Publication (www.tallyerp9book.com)
7. Tarang, *Tally ERP 9*. Computer World Publications.
8. Yogeshweran, G. *Computerised Accounting*. PBP Publications.

Note: Latest edition of text books may be used.

4. CERTIFICATE IN BUSINESS DATA ANALYSIS

Qualification: A student shall be awarded Certificate in Business Data Analysis on qualifying at the examination.

| Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|---|----------------|---------------|---------------|----------------|-----------------|-------------|
| 1. Statistical Data Analysis Techniques | 4 | 100 | 40 | 12 | 12 | 64 |
| 2. Computerised Statistical Data Analysis | 4 | 100 | 12 | 12 | 40 | 64 |
| Total | 8 | 200 | 52 | 24 | 52 | 128 |

PAPER CBDA1.01. STATISTICAL DATA ANALYSIS TECHNIQUES

Course Objectives:

The course aims to:

- Provide the students" knowledge and understanding of the methodology of collection and analysis of data using statistical methods.*
- Equip the students with the knowledge and understanding of the statistical techniques for the analysis of statistical data and testing their significance for the intended use.*

Course Contents:

Unit I: Collection of Statistical Data: Primary and Secondary data, Sources of Data, Methods of Collection of Primary data – Survey using Questionnaires and Schedules, Personal Interviews, Observations, and Experimentation, Identification of Respondents; Development of Survey Instruments, Testing the survey instruments and Collection of data; Collection of data from secondary sources; Presentation of Statistical Data; Classification and Tabulation of Data, Graphical Representation of Data.

Measures of Central Tendency and Dispersion: Measures of Central tendency - Mean (A.M., G.M., H.M.), Median, Mode and Quartiles; Measure of Dispersion - Range, Quartile Deviation, Average Deviation, Variance and Standard Deviation; Skewness and Kurtosis.

Unit II: Correlation and Regression: Coefficient of Correlation – Karl Pearson's Method of calculating Coefficient of Correlation for two variables and more variables; Regression – Regression equations for two and more than two variables; Determination of Regression Coefficients and Estimation and Forecasting using Regression Coefficient.

Unit III: Time Series Analysis: Time Series Data; Components of time series; Additive and Multiplicative models; Trend analysis; Fitting of trend line using Principle of least squares – Linear, Second degree parabola and Exponential; Shifting of Origin and Conversion of annual Linear trend equation to quarterly/monthly basis and vice-versa; Moving averages. Seasonal variations, Calculation of Seasonal Indices using Simple averages, Ratio-to-trend and Ratio-to-moving averages methods; Uses of Seasonal Indices.

Unit IV: Probability and Mathematical Expectation: Basic Concepts, Probability Rules, Statistical Independence and Dependence, Marginal, Probability, Joint Probability Conditional



Probability, Bayes Theorem, Expected Value of a Random Variable, Properties of Expected Values.

Unit V: Probability Distributions: Discrete Distributions - Binominal Distribution and Poisson Distribution; Continuous Distributions -Normal, Exponential and Uniform Distributions.

Course Exit Learning Outcomes:

Upon successful completion of this course the student should be able to demonstrate

- Understanding of the statistical methods used for collection and analysis of data.*
- Understanding of computer hardware and software packages and their capability and usage in analysis of data.*
- Collect data by conducting sample surveys and from secondary sources.*
- Analyse the data using computer software, test their significance and interpret the results.*

Suggested Readings:

1. Budnick, P. *Applied Mathematics*. McGraw Hill Publishing Co.
2. Gupta, S.C. *Fundamentals of Statistics*. Himalaya Publishing House.
3. Gupta, S.P. and Gupta, Archana. *Elementary Statistics*. Sultan Chand and Sons, New Delhi.
4. Levin, Richard and David S. Rubin. *Statistics for Management*. Prentice Hall of India, New Delhi.
5. Mizrahi and Sullivan, John: *Mathematics for Business and Social Sciences*. Wiley and Sons.
6. *Schaum's Outlines Series*. McGraw Hill Publishing Co.
7. Sharma, J. K. *Business Statistics*. Pearson Education.
8. Singh, J. K. *Business Mathematics*, Himalaya Publishing House.
9. Spiegel, M.R. *Theory and Problems of Statistics*.
10. Thukral, J.K. *Mathematics for Business Studies*. Mayur Publications
11. Vohra, N. D. *Business Mathematics and Statistics*. McGraw Hill Education (India) Pvt Ltd

Note: Latest edition of text books may be used.

**For Skill development:**

(1) The Department shall purchase and install the necessary technology and equipment, develop an Accounting Laboratory and engage and develop competent and skilled faculty to guide and supervise the students in Statistical Data Analysis.

(2) The students would be given adequate time to practice in the Accounting Laboratory using the installed hardware and software.

Course Exit Learning Outcomes:

Upon successful completion of this course the student should be able to demonstrate:

- Understanding of the statistical methods used for collection and analysis of data.*
- Understanding of computer hardware and software packages and their capability and usage in analysis of data.*
- Develop instruments and collect data by conducting sample surveys and from secondary sources.*
- Analyse the data using computer software, test their significance and interpret the results.*

Suggested Readings:

1. Budnick, P. *Applied Mathematics*. McGraw Hill Publishing Co.
2. Elmasari, Ranez and Shamkant B. Navathe, *Fundamentals of Database Systems*. Pearson
3. Gupta, S.C. *Fundamentals of Statistics*. Himalaya Publishing House.
4. Jain Hem Chand and Tiwari H. N. *Computer Applications in Business*. Taxman Publications.
5. Levin, Richard and Rubin, David S. *Statistics for Management*. Prentice Hall of India, New Delhi.
6. Madan, Sushila, *Computer Applications in Business*. Scholar Tech Press.
7. Mathur Shruti and Jain Pooja. *Computer Applications in Business*. Galgotia Publishing Company
8. Mizrahi and John Sullivan. *Mathematics for Business and Social Sciences*. Wiley and Sons.
9. *Schaum's Outlines Series*. McGraw Hill Publishing Co.
10. Sharma, J. K. *Business Statistics*. Pearson Education.
11. Sharma S.K. and Bansal Mansi. *Computer Applications in Business*. Taxman Publications.
12. Wayne, Winston. *Data Analysis & Business Modelling*. PHI Publishing.

Note: Students shall practice solution of numerical exercises in courses where numerical exercises are involved in 'Accounting Laboratory'.



POST GRADUATE CERTIFICATE COURSES

Pre-requisite for admission: Bachelor degree of three years in any discipline from a recognized university.

Courses Credits

| Course | Semester I | Semester I | Semester II | Semester II | Total Credits |
|---|------------|------------|-------------|-------------|---------------|
| | Paper 1 | Paper 2 | Paper 1 | Paper 2 | |
| 1. Post Graduate Certificate in Goods and Services Tax | 4 | 4 | 4 | 4 | 16 |
| 2. Post Graduate Certificate in Government Accounting and Government Auditing | 4 | 4 | 4 | 4 | 16 |
| 3. Post Graduate Certificate in Financial Planning and Wealth Management | 4 | 4 | 4 | 4 | 16 |
| 4. Post Graduate Certificate in Enterprise Risk Management | 4 | 4 | 4 | 4 | 16 |
| 5. Post Graduate Certificate in Internal Audit | 4 | 4 | 4 | 4 | 16 |
| 6. Post Graduate Certificate in Forensic Accounting and Fraud Detection | 4 | 4 | 4 | 4 | 16 |
| 7. Post Graduate Certificate in Accounting Standards (Ind As/ IFRS) | 4 | 4 | 4 | 4 | 16 |
| 8. Post Graduate Certificate in Derivative Valuation and Trading | 4 | 4 | 4 | 4 | 16 |
| 9. Post Graduate Certificate in Business Finance | 4 | 4 | 4 | 4 | 16 |
| 10. Post Graduate Certificate in Risk Management | 4 | 4 | 4 | 4 | 16 |

1. POST GRADUATE CERTIFICATE IN GOODS AND SERVICES TAX

Qualification: A student shall be awarded Post Graduate Certificate in Goods and Services Tax on qualifying at the examination.

Objective of the Qualification:

This qualification aims at:

- Providing knowledge and skills to the students of the law and practice of the Goods and Services Tax.
- Providing adequate knowledge and skills to the students to handle the Goods and Services related work in a business organisation.
- Equipping with this qualification and skill development the students in seeking employment in some business establishment or self-employment by establishing a Goods and Services Tax consultancy in the field.

SEMESTER I

| Paper | Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|-------|-------------------------|----------------|---------------|---------------|----------------|-----------------|-------------|
| 1 | Goods & Services Tax I | 4 | 100 | 40 | 12 | 12 | 64 |
| 2 | Goods & Services Tax II | 4 | 100 | 40 | 12 | 12 | 64 |
| | Total | 8 | 200 | 80 | 24 | 24 | 128 |

PAPER PGCGST1.1 GOODS AND SERVICES TAX I:

Course Contents:

Unit I: Introduction: Concept of indirect taxes; Concept and features of indirect taxes; Principal indirect taxes; Special features of indirect tax levy - all pervasive nature, contribution to Government Revenues, fiscal preference as instrument of planning and development; Role of indirect tax laws.

Goods and Services Tax in different countries: Special features of tax in different countries; Constitutional aspects: Provisions regarding taxation in the Constitution of India – the Central list, the State List and the Concurrent List; Amendment to the Constitution of India to facilitate the GST.

Unit II: Integrated Goods and Services Tax Act, 2017: Important definitions of Integrated Goods and Services Tax Act, 2017, Levy and collection of tax, Administration; Determination of nature of supply, Place of supply of goods or services 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; Application for tax return preparer; Exercises.

Unit III: Central Goods & Services Tax/State Goods & Services Tax Act 2017: Definitions of important terms, Levy and collection of tax, Administration; 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/SGST Act, Miscellaneous provisions; Exercises.

Unit IV: Central Goods & Services Tax/State Goods & Services Tax Act 2017: Basics of GST, Meaning and Scope of supply, Levy and collection of tax, Time and Value of Supply of goods and / or Services, Input Tax Credit, Transitional Provisions, Registration under CGST/SGST Act, Filing of Returns and Assessment, Payment of Tax including Payment of tax on reverse charge basis, Refunds under the Act; Exercises.

Unit V: Central Goods & Services Tax/State Goods & Services Tax Act 2017: Threshold exemption and registration - Registration procedure, Amendment of registration, cancellation of registration, revocation of cancellation of registration; Classification of Goods and Services under GST for Rate Purpose; Exercises.

PAPER PGCGST1.2 - GOODS AND SERVICES TAX II

Course Contents:

Unit I: Central Goods & Services Tax/State Goods & Services Tax Act 2017: Maintenance of Accounts and Records, Composition scheme, Job work and its procedure, Various Exemptions under the GST, Demand and recovery under GST.

Unit II: Central Goods & Services Tax/State Goods & Services Tax Act 2017: Miscellaneous provisions under GST, Payment of Tax, Refund, Assessment, Audit, Administration, Inspection, Demand and Recovery, Goods and Services Tax Compensation to states, GST determination of value of supply Rules, 2017, GST Input Tax credit Rules, 2017; Time and Value of Supply of goods and / or services, Input Tax Credit, Transitional Provisions, Registration under Act; Exercises.

Unit III: Goods & Services Tax Rules: Goods & Service Tax Registration Rules 2017; Goods & Service Tax Determination of Value of Supply Rules 2017; Goods & Service Tax Payment of Tax Rules 2017; Goods & Service Tax Return Rules 2017; Goods & Service Tax Invoice, Credit and Debit Notes Rules 2017; Goods & Service Tax Refund Rules 2017; Goods & Service Tax Composition Rules 2017; Goods & Service Tax Input Tax credit Rules 2017.

Unit IV: Levy and Collection of GST: Taxable event- —Supply of goods and services; Place of supply: intra-state, inter-state, import and export; Time of supply; Valuation for GST- valuation rules; Taxation of reimbursement of expenses; Exemption from GST: Small supplies and Composition scheme; Classification of goods and services: Composite and Mixed supplies.

Unit V: Input Tax Credit: Eligible and ineligible input tax credit; Apportionments of credit and blocked credits; Tax credit in respect of capital goods; Recovery of excess tax credit; Availability of tax credit in special circumstances; Transfer of input credit (Input Service Distribution); Payment of taxes; Refund; Doctrine of unjust enrichment; TDS; TCS; Reverse Charge Mechanism; Job work; Exercises.

SEMESTER II

| Paper | Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|--------------|--------------------------|----------------|---------------|---------------|----------------|-----------------|-------------|
| 3 | Goods & Services Tax III | 4 | 100 | 40 | 12 | 12 | 64 |
| 4 | Goods & Services Tax IV | 4 | 100 | 24 | 12 | 28 | 64 |
| Total | | 8 | 200 | 64 | 24 | 40 | 128 |

PAPER PGCGST1.3 - GOODS AND SERVICES TAX III - CUSTOMS ACT, 1962:

Course Contents:

Unit I: Customs Act 1962: Important Terms & definitions under the Act, Letter of Credit, Kind of Duties- Basic, auxiliary, additional or counter veiling; basics of levy ad-valorem 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. 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.

Unit II: Customs Act 1962 - Details of procedure in relation to the levy: Collection and exemption from customs duties – documents to be prepared and presented to customs authorities, valuation of goods, clearance of imported and exported goods procedure.

Unit III: Customs Act 1962 - Detailed procedure in relation to transportation and warehousing: Relevant rules and regulations; Other aspects, Drawback of customs duties paid, preparation and submission of drawback claim forms. Adjudication and appeals before the customs authorities and the appellate Tribunal; Exercises

Unit IV Skill Development: Development of Tax invoice, Credit and Debit notes, Electronic way bill, Accounts and Records, filing of tax returns, Payment of tax including reverse charge, refund, Input tax credit; Computation of GST liability; Filing of Tax Returns and settlement of tax liability; Exercises and Lab Work.

Unit V: Case Studies/Exercises: The Department shall select 10 cases of Goods & Services Tax settled at the level of Appellate Tribunal and reported in the Tax Law Reports. Candidate shall analyse and present the case analysis at the Seminar organised by the Department for this purpose.

PAPER PGCGST1.4 - GOODS AND SERVICES TAX IV:

Course Contents:

Unit I: Filing of Tax Returns: Procedure for Filing of tax returns of GST, Matching tax credits and due dates; Payment of taxes, Interest and Levy of Late fees. Assessment: Self-assessment; Summary and scrutiny; Taxability of e-Commerce; Anti-profititeering; Avoidance of dual control; e-way bills; Zero-rated supply; Exercises.

Unit II: Audit, Inspection, Search and Seizure: GST Audit, and Assessment - GST authorities, power and proceedings (bifurcation between Central & States); Self-assessment, Provisional assessment, Summary assessment and Scrutiny of returns; Taxability of e-Commerce; Anti-



profiteering; Avoidance of dual control; e-way bills; Zero-rated supply; Offences and penalties; Appeal and Revision of assessment; Offences and Penalties; Demands and Recovery; Provisions in GST relating to E-commerce, Advance Rulings; Tax deduction at sources and Advance tax statements.

Unit III: Electronic Maintenance of GST Records and Documentation: Data analysis using Excel; Maintaining Online Ledgers - Tax liability ledger, Cash Payment ledger, ITC Ledger; Tax Records - Tax invoice, Credit notes and Debit notes, Electronic way Bill, Bill of supply; Filing of tax returns - Development of GST records, Payment of tax including reverse charge, refund, job work Input tax credit, Computation of GST liability; Exercises.

Unit IV: Electronic Filing of GST returns: GST returns - GSTR-1, GSTR-2, GSTR-3, GSTR4, GSTR9, GSTR-3B; GSTR10; GSTR11;

Skill Development: Development of Tax invoice, Credit and Debit notes, Electronic way bill, Accounts and Records, filing of tax returns, Payment of tax including reverse charge, refund, Input tax credit; Computation of GST liability; Filing of Tax Returns and settlement of tax liability; Exercises and Lab Work.

For Skill development:

- (1) The Department shall purchase and install the necessary technology and equipment, set up an Accounting Laboratory and engage and develop competent and skilled faculty to guide and supervise the students in GST operations.
- (2) The students would be given adequate time to practice in the Accounting Laboratory using the installed hardware and software.

Unit V: Case Studies/Exercises: The Department shall select 10 cases of Goods & Services Tax settled at the level of High Court or the Supreme Court and reported in the Tax Law Report. Candidate shall analyse and present the case analysis at the Seminar organised by the Department for this purpose.

Suggested Readings:

1. Ahuja, Girish and Gupta, Ravi. *Systematic Approach to GST*. Wolters Kluwer
2. Chheda, Rajesh. *Learn Tally. ERP 9 with GST and E-way Bill*. Ane's Student Education
3. Datey, V. S. *All about GST, A Complete Guide to Model GST Law*. Taxman Publications
4. Gupta, Vineet and Gupta, N. K. *Fundamentals of Goods and Services Tax*. Bharat Law House Pvt Ltd
5. Gupta, S.S. *Taxman's GST New Returns How to Meet Your Obligations -A Practical Guide for filing of New GST Returns*. Taxman Publication.
6. Mehrotra H.C. and Agarwal, V.P. *Goods and Services Tax and Customs*. Sahitya Bhawan Publications
7. Murthy, K. Ch. A. V. S. N. Lavanya K. V. N. and Lakshmi, V. D. M. V. *Theory and Practice of Goods and Services Tax*. Telugu Academy, Hyderabad.



8. Saha, R.G. Shah, Divyesh and Devi, Usha. *Goods and Service Tax*. Himalaya Publishing House.
9. Singhanian, Aditya. *Taxman's GST New Returns with e-Invoicing-A Comprehensive Guide to New GST Returns*. Taxman Publication.

Note: Latest edition of text books may be used.

Exit Learning outcomes of Qualification:

Upon the completion of this qualification, the student should be able to demonstrate:

- Knowledge and skills in handling the cases related with the law and practice of Goods and Services Tax.*
- Capacity to handle the Goods and Services Tax related work such as collection of tax, filing of tax returns and payment of tax in a business organisation.*
- With knowledge, skill and ability so developed seek employment in a business establishment and/or provide consultancy services in Goods and Services Tax matters.*

2. POST GRADUATE CERTIFICATE IN INCOME TAX

Qualification: A student shall be awarded Post Graduate Certificate in Income Tax on qualifying at the examination.

Objective of the Qualification:

This qualification aims at:

- Providing higher knowledge and skill to the students of Income Tax law and practice.
- Developing capability in the students of handling the income tax related work in a business organisation.
- With this qualification, knowledge and skills development the student can seek employment or set up his own consultancy firm in the field of income tax.

SEMESTER I

| Paper | Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|--------------|---------------|----------------|---------------|---------------|----------------|-----------------|-------------|
| 1 | Income Tax I | 4 | 100 | 40 | 12 | 12 | 64 |
| 2 | Income Tax II | 4 | 100 | 40 | 12 | 12 | 64 |
| Total | | 8 | 200 | 80 | 24 | 24 | 128 |

PAPER PGCIT2.1 - INCOME TAX I – LAW AND PRACTICE

Course contents:

Unit I: Income Tax: Important definitions in the Income-tax Act, 1961; Basis of charge; Rates of taxes applicable for different types of assesses; Concepts of previous year and assessment year; Residential status and scope of total income; Income deemed to be received /deemed to accrue or arise in India; Incomes which do not form part of total income (other than charitable trusts and institutions, political parties and electoral trusts); Income, Gross Total Income and Tax liability and Agricultural Income. Residential status and Incidence of tax

Unit II: Computation of Income under Various Heads: Heads of income and the provisions governing computation of income under different heads; Income of other persons included in assesses total income; Aggregation of income; Set-off and Carry forward of losses; Exercises.

Unit III: Computation of Taxable Income under Various Heads: Exempted Income (Sec. 10), Income from Salaries(Sec. 15 to Sec. 17 and relevant Sections): Basic charge, Tax treatment of different forms of salary, allowances, perquisites, valuation of perquisites, Profits in lieu of Salary, Income from House Property (Sec. 22 to Sec. 27), Income from Business and Profession (Sec. 28 to Sec. 44), Capital Gains (Sec. 45 to Sec. 54) & Income from Other Sources (Sec. 55 to Sec. 57), Deductions from Gross Total Income (80C to 80U), Set off and Carry forward of losses, Clubbing of Income and Deemed Income; Exercises.

Unit IV: Computation of Total Income and Tax Liability of Individuals: Provisions concerning deductions allowed and tax deducted at source; Provisions regarding filing of return of income, Payment of Tax, Refunds, Revisions, etc: Exercises.



Unit V: Computation of Total Income and Tax Liability 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; Exercises.

PAPER PGCIT2.2 - INCOME TAX II - ASSESSMENT OF HUF, TRUSTS, AOP

Course Contents:

Unit I: Computation of Total Income and Tax Liability of Trusts: Meaning, Types, exemption under section 11 to 13, return of income of charitable trusts, Taxability of the income of the trust.

Unit II: Computation of Total Income and Tax Liability of Mutual Funds: Computation of total Income, Computation of tax liability, Short term and long term Capital gain and Tax liability on sale and redemption of units of Mutual funds.

Unit III: Computation of Total Income and Tax Liability of AOP: Computation of total Income, Computation of tax liability, rebate under section 86, computation of income of members, Assessment of Cooperative Societies:

Unit IV Assessment of Non-Residents: Meaning; Income liable to tax, Income exempted from Tax, Assessment procedure.

Unit V: Income Tax Law - Special provisions: 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), Taxation of E Commerce enterprises.

SEMESTER II

| Paper | Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|--------------|----------------|----------------|---------------|---------------|----------------|-----------------|-------------|
| 3 | Income Tax III | 4 | 100 | 36 | 12 | 16 | 64 |
| 4 | Income Tax IV | 4 | 100 | 24 | 12 | 28 | 64 |
| Total | | 8 | 200 | 60 | 24 | 44 | 128 |

PAPER PGCIT2.3 INCOME TAX III - ASSESSMENT OF COMPANIES

Course Contents:

Unit I: Assessment of Companies I: 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),

Unit II: Assessment of Companies II: Computation of taxable income and tax liability, Minimum Alternative Tax (Sec 115 JB). Deduction of Tax at source, Advance Payment of Tax, Returns of income and filing, Refund of excess payment, Interest payable by Assesses PAN no. (49A) and documentation, TAN (49B).

Unit III: Administrative Procedures under Direct Taxation Laws: CBDT & Other Authorities, Survey, Search and Seizure, Demand, Recovery, Assessment, appeal, revision, and settlement, Ecommerce Transaction and liability in special cases, Penalties, Fines and prosecution, Income Computation and Disclosure Standards; Assessment of income liable to tax,



Unit IV Grievances Redressal Procedure: Determination of tax liability, Payment of tax. Refunds, Appeals and final settlement of tax liability. Payment of interest by and to an assessee; Refund of excess tax paid by the assessee; Penalty and Prosecutions under the Act; Appeals and Revisions, Grievances Redressal Procedure, Rectification, Appeal and Appellate Hierarchy, Revision of assessment; Case studies and Exercises.

Unit V: Case Studies/Exercises: The Department shall select 5 cases of Income Tax settled at the level of Appellate Tribunal and 5 cases of Income Tax settled at the level of High Court or the Supreme Court reported in the Tax Law Report. Candidate shall analyse and present the case analysis at the Seminar organised by the Department for this purpose.

PAPER PGCIT2.4 - INCOME TAX IV – SPECIAL ISSUES, DOCUMENTATION & TAX RETURNS

Course Contents:

Unit I: Transaction and Liability in Special Cases: Penalties, Fines and prosecution, Income Computation and Disclosure Standards; Settlement of Cases - Liability under special cases, Settlement of cases (section 245A to 245 L), Advance Ruling; Case studies.

Black Money Act, 2015: Introduction to Black Money Act, Important provisions, Highlights of Black Money Act and its enforcement; Case studies.

Unit II: 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]; Case studies.

Unit III: Transfer Pricing Issues under Direct Tax Law: 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; Case studies.

Unit IV: Skill Development - Development of Income Tax Documents: Development of Income tax documents, Tax Accounts and Tax Records; Tax Deduction at Source; Filing of returns of Tax deduction at source; Advance payment of tax: Assessment of Advance payment liability; Exercises.

TDS and e-Filing of TDS Returns - Introduction to the concept of TDS; provisions relating to advance payment of tax; Tax Deduction at Source, Tax Collection at Source schedule for deposit of TDS; Permanent Account No, and Tax Deduction and Collection Accounts, Schedule for submission of TDS returns; prescribed forms for filing of TDS returns; exemption from TDS – Form 13, 15G, 15H; Practical workshop on e-filing of TDS returns, Advance Payment of Tax; Exercises.

Unit V: Skill Development - e-filing of Returns of Income and Assessment: Meaning of e-filing; difference between e-filing and regular filing of returns; benefits and limitations of e-filing; types of e-filing; e-filing process; relevant notifications.



Income Tax and e-filing of ITRs - Introduction to Income Tax Portal; preparation of electronic return; Instructions for filling out form ITR-1, ITR-2, ITR-3, ITR-4, ITR-4S, ITR-5, ITR-6; Exercises.

For Skill development:

(1) The Department shall purchase and install the necessary technology and equipment, set up an Accounting Laboratory and engage and develop competent and skilled faculty to guide and supervise the students in Income Tax operations.

(2) The students would be given adequate time to practice in the Accounting Laboratory using the installed hardware and software.

Exit Learning outcomes of Qualification:

Upon the completion of this qualification, the student should be able to demonstrate

- Knowledge and skill of the law and practice of Income Tax.*
- Capacity to handle the Income Tax related work in a business organisation.*
- With the knowledge, skill and ability so developed the candidate can seek employment in a business establishment or set up a consultancy in the field of Income Tax.*

Suggested Readings:

1. Manoharan, T. N. *Students Handbook on Income Tax Law*. Snow White Publications
2. Mehrotra, H. C. *Income Tax Law and Accounts including Tax Planning*. Sahitya Bhawan Publications.
3. Narang and Gaur. *Income Tax*. Himalaya Publishing House.
4. Prasad, B. *Direct Taxes - Law and Practices*. Wishwa Prakashana
5. Singhanian, Vinod, K and Singhanian, Kapil. *Direct Tax Planning and Management*. Taxman.
6. Singhanian, Vinod, K. *Direct Taxes - Law and Practices*. Taxman.
7. Srinivas, E. A. *Corporate Tax Planning*. Tata McGraw Hill
8. Income tax Act 1961 (as amended till date).

Note: Latest edition of text books may be used.

3. POST GRADUATE CERTIFICATE IN GOVERNMENT ACCOUNTING AND GOVERNMENT AUDIT

Qualification: A student shall be awarded Post Graduate Certificate in Government Accounting and Government Audit on qualifying at the examination.

Objective of the Qualification:

This qualification aims at:

- Developing knowledge and understanding of the students on theory and practice of public finance including the provisions in the Constitution of India regarding devolution of powers to tax to governments at different levels in India.*
- Providing knowledge to the students on the system of budgeting and accounting for revenues and expenditures in governments at different levels in India*
- Developing understanding and skill of the students in maintaining the accounts of governments at different levels.*
- Developing the knowledge and understanding of the students on the system of audit of government accounts at different levels and in different entities in India.*

SEMESTER I

| Paper | Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|--------------|--------------------------|----------------|---------------|---------------|----------------|-----------------|-------------|
| 1 | Government Accounting I | 4 | 100 | 48 | 8 | 8 | 64 |
| 2 | Government Accounting II | 4 | 100 | 48 | 8 | 8 | 64 |
| Total | | 8 | 200 | 96 | 16 | 16 | 128 |

PAPER PGCGAA3.1 GOVERNMENT ACCOUNTING I:

Course Contents:

Unit I: Government Accounting: Objectives, Importance, Characteristic features, Basic Principles of governmental accounting; Difference between system of Government accounting and system of Commercial accounting;

Unit II: Government Budgeting: Provisions in the Constitution of India; Consolidated Fund of India and Contingency Fund of India; Devolution of powers to tax; System of financial administration in India; Budgeting in Government; Budget format, Budget presentation and Budget approval by the Parliament and Legislatures; Finance Bill, Appropriation Accounts, Budget allocation; Vote on Account.

Unit III: 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; Government Accounting Rules 1990 - Scope, Accounts and statements, Accounting system and procedure.



Unit IV: Design and Organisation of Government Accounting System: Basis of Government Accounting - Cash Accounting, Accrual Accounting, Comparison between Cash based system of accounting and Accrual system of accounts, Benefits of switch over from one to other system; Global trends, Users of government accounts,

Unit V: Accounting System and Authorities in Central and State Governments: Approved formats of accounts Central Government and State Governments; Inter-state and Centre to State transactions; Accounting system of Local Bodies and Panchayati Raj Institutions; Principles of Recognition, Measurement, Classification and Disclosure; Revenue receipts and Expenditure and Credit into Government Accounts, Withdrawal from Government Account Section-I & III, Maintenance of Deposits.

PAPER PGCGAA3. 2 GOVERNMENT ACCOUNTING II:

Course Contents:

Unit I: Maintenance of Accounts by Drawing and Disbursing Officers (DDO): Initial records and accounts relating to receipts and disbursements by DDOs, Preparation of Cash Book, Journal and Ledger, Reconciliation of accounts with, Treasury/ Pay and Accounts Office (PAO) by DDOs.

Treasury Accounting System and State PAO Accounting System: Process of passing bills in Treasury/State PAO, Voucher, Challans, Schedule of Receipts and, Payments, List of Payment and Cash Accounts, Daily Accounting in Treasury/State PAO, AC Bills, DC bills, Nil Bills.

Unit II: Compilation of Monthly Civil Accounts by Accountant General: Compilation and preparation of Monthly Civil Accounts, Compilation of treasury accounts, preparation of Classified Abstract, Consolidated Abstract, Detail Books, Consolidated monthly accounts of Public Works and Forest Divisions, Inter-government and Inter-departmental transactions and their adjustments, Corrections in accounts- Transfer Entries, Combined Transfer Entries, ledger, Accounting of liabilities: Public Debt, Other liabilities, Treasury bills, Accounting of Reserve Fund, Deposit and Investments, Accounting of Suspense and Remittance Heads, Preparation of Disburser's Account and Monthly Civil Account, Detailed Loan Accounting, Provident Fund Accounting with particular reference to pitfalls in accounting.

Unit III: Compilation of Annual Accounts: Appropriation Accounts, Finance Accounts and Combined Finance and Revenue Accounts, Contents of annual accounts, Preparation and submission of annual accounts. Summary of Finance Accounts, Interpretation and utility of various statements in Finance Accounts, Interpretation and utility of Government Accounts, Report on State Finances, Summarised Financial Position of the State, Abstract of receipts and disbursements, Sources and Application of funds, Input for fiscal management Allocation of resources and effective use of resources, Input for budget preparation and monitoring.

Unit IV: Quality Assurance Procedures: Checks against errors and misstatements, Reconciliation between Accountant General and Controlling Officers, Maintenance and review of Broadsheets, Analysis and clearance of suspense and remittance heads, Internal Test Audit (ITA), Control Accounts for verification and exclusion checks, Classified Abstracts (DDR portion and

Proof Sheet), Detail Books and Disburser's Account, Journal, Reconciliation of differences under Reserve Bank Deposits in figures as per Government accounts and those communicated by Central Accounts Section RBI, Checks related to timeliness, completeness and overall reliability, Trial Balance, Review of Balances, Exclusions of Treasury and Divisional accounts, Review against schedule of preparation, Reconciliation between Finance and Appropriation Accounts

Unit V: 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; (IGFRS): IGFRS 4 Inventories; IGFRS -5 Contingent Liabilities and Contingent Assets:

SEMESTER II

| Paper | Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|--------------|---------------------|----------------|---------------|---------------|----------------|-----------------|-------------|
| 3 | Government Audit I | 4 | 100 | 48 | 8 | 8 | 64 |
| 4 | Government Audit II | 4 | 100 | 48 | 8 | 8 | 64 |
| Total | | 8 | 200 | 96 | 16 | 16 | 128 |

PAPER PGC3AA3.3. GOVERNMENT AUDIT I:

Course Contents:

Unit I: Government Audit: Objectives - Ensure that the expenditure is incurred out of the fund, which the competent authority has sanctioned, Verify that the expenditure of the government department is sanctioned as per the rules and regulations of the department concerned, See that the expenditure already sanctioned has been incurred by an officer who is authorized to do so, Ensure that the payments have been made to the right persons and they are duly entered in the books on the basis of receipts received from them, See that the payments have been properly classified into capital and revenue, check the existence of stock and stores and their proper valuation, Ensure that expenditures have been incurred in the interest of public, ensure that stocktaking is done periodically and stock registers are maintained up-to-date, Ensure that whether money due from others has been regularly recovered while verifying the receipts; Differences between Government Audit and Commercial Audit - Appointment of auditors, Type of audit, Sanction of audit, Rules and regulations; Standards of Government Audit – Independence, Due care, Continuing Professional education, Supervision, Quality control; Responsibilities of Government Auditors – Plan to complete work and meet agreed deadlines, Maintain close liaison with local government body, Provide appropriate and adequate resources, Assign responsibilities to staff with relevant expertise and experience, Maintain proper accounting records, Submit audit reports;

Unit II: The Comptroller and Auditor General of India: Appointment under Article 149 of the Constitution of India; Powers, Role and Functions of the Comptroller and Auditor General of India – As per the CAG’s (Duties, Powers and Conditions of Service) Act, 1971; Scope of work - Audit of government accounts (including the accounts of the state governments) in India including all expenditure from the Consolidated Fund of the union or state governments, whether incurred within India or outside, all revenue into the Consolidated Funds and all transactions relating to the Public Accounts and the Contingency Funds of the Union and the states; Audit Divisions - Defence, Railways, Posts and Telegraphs audit, etc.

Unit III: Statutory Audit: Functions of Statutory Auditors as per Article 149 to 151 of the Constitution of India; Scope and Extent of Audit - determined by the C&AG at his discretion;



Duties of Statutory Auditor - To audit all expenditure from the Consolidated Fund of India and of each State and Union Territory, to ascertain whether moneys shown in the accounts as having been dispersed were legally available and they are applicable to the purpose for which they have been applied or charged, to ensure whether the expenditure conforms to the authority which governs it, to audit all transactions related to Contingency Fund and Public Accounts, and to audit all Trading, Manufacturing, Profit & Loss account and Balance Sheets pertaining to undertakings of Union/ States;

Statutory Auditors: Statutory Auditor's authority - To inspect any office of Accounts under the control of Union/ State Government and such other offices keeping initial records of accounts, to require that any accounts books, documents relevant to the transaction to which the inspection of audit extends shall be sent to such place for perusal and inspection of the data, to put such questions as may be required to elicit the information required for conducting the audit; Sanction of audit by the C&AG.

Unit IV: Audit Reports; Audit Report to the concerned Head of Department, Compliance procedure on Audit Report and Audit Para – Reply to audit Paras, Action taken Report, Arrear reports; Settlement of Audit Paras and Final Compliance Report.

Unit V: Public Accounts Committee of Parliament: Role and functions of the Public Accounts Committee of the Parliament of India; Review procedure, Reports of the Committee to the Parliament.

PAPER PGCGAA3.4. GOVERNMENT AUDIT II:

Course Contents:

Unit I: Audit of Indian Railways: Audit Authorities – Director of Railway Audit, Chief Audit Officer, Divisional Audit Officers, Zonal Audit Officers, Principal Director of Audit, Audit Officers; Type of Audit – Statutory and Post Audit; Statutory Audit – Under overall control of Director of Railway Audit; Audit Reports – Specific Reports for serious irregularities, Audit Notes for minor irregularities, Inspection reports showing results of audit, Draft Audit Para for highlighting audit objections for the attention and prompt action by the Head of department, Audit Para in Audit Report for submitting Action Taken Report; Monthly, Quarterly Half Yearly Arrear Reports for Audit objections; Post Audit by the C & AG under the Dy. C&AG of India (Rlys).

Unit II: Audit of the LIC of India and the SBI and other Public Sector Banks: Statutory Audit by Independent auditors - As per the Guidelines issued vide letter No F No 1/14/2004-BOA dated 25th November 2014 by the Ministry of Finance Government of India; Appointment of Auditors - Auditor's Panel is given by the C&AG, Selection of Auditors as per the Criteria of Selection by the Reserve Bank of India; Appointment of Auditors on the approval of the Board of Directors; Branch Audit – Auditors appointment out of the Panel of Names given by the ICAI; Remuneration of statutory auditors and Branch auditors as per the norms given by the Reserve Bank of India; Audit report along with the Action Taken Report to the Board of Directors.

Unit III: Audit of Public Sector Companies: Electricity Companies, Oil and Gas Companies - Statutory Audit - by Auditors from the Directorate of Local Bodies of the concerned State Government; Post audit by the Auditors of the Accountant General of the State.

Unit IV: Audit of Local Bodies (Municipalities and Panchayats): Statutory Audit - by Auditors from the Directorate of Local Bodies of the concerned State Government; Post audit by the Auditors of the Accountant General of the State.



Unit V: Audit of Grant in Aid and Grants under Government Schemes: Grants and Grant in Aid; Types of grants – Categorical Grants, Block Grants, General Revenue Sharing; Funds are sanctions as per the terms and conditions of the Scheme; Memorandum of Understanding with the Beneficiary; Internal review; Special audit by Chief Controller of Accounts under Section 14 and 15 of the Act.

Exit Learning outcomes of Qualification:

Upon the completion of this qualification, the student should be able to demonstrate

- Knowledge and understanding of the theory and practice of public finance and provisions in the Constitution of India regarding devolution of powers to tax to governments at different levels.*
- Knowledge of the system of budgeting and accounting for revenues and expenditures in the governments at different levels in India including the books of accounts of State and central governments.*
- Understanding and skill in maintaining the accounts of governments at different levels.*
- Understanding of the requirement to maintain reliability and true and fair view of books of accounts in government.*
- Knowledge and understanding of the system of government audit of at different levels and in different government entities in India.*

Suggested Readings:

1. *Account Code for Accountants General of India.*
2. *Central Government Account (Receipt and Payment) Rules 1983.*
3. *Central Public Works Accounting Code.*
4. *Current Finance and Appropriation Accounts of Union Government.*
5. *Government Accounting Rules, 1990.*
6. *Government of India Budget.*
7. *Indian Government Financial Reporting Standards.*

Note: Latest edition of text books may be used.

4. POST GRADUATE CERTIFICATE IN FINANCIAL PLANNING AND WEALTH MANAGEMENT

Qualification: A student shall be awarded Post Graduate Certificate in Financial Planning and Wealth Management on qualifying at the examination.

Objective of the Qualification:

This qualification aims at:

- Acquainting the students to undertake critical thinking with respect to analysis and application of innovative solutions to varied financial problems.*
- Developing understand of the students of the premises of financial planning and identify the financial goals.*
- Developing knowledge and skill of the students to critically evaluate the investment instruments suitable for different financial goals in different time spans.*
- Developing the capability of the students to analyse and select appropriate financial instruments to manage individuals, groups and institutions" finances.*
- Developing understanding and skill of the students for analysing the investments in primary and secondary markets.*
- Developing understanding of the students for investment planning and portfolio planning, portfolio evaluation, portfolio development and utilising the knowledge for portfolio management.*

SEMESTER I

| Paper | Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|--------------|--------------------|----------------|---------------|---------------|----------------|-----------------|-------------|
| 1 | Financial Planning | 4 | 100 | 40 | 12 | 12 | 64 |
| 2 | Security Analysis | 4 | 100 | 40 | 12 | 12 | 64 |
| Total | | 8 | 200 | 80 | 24 | 24 | 128 |

PAPER PGCFPWM4.1. FINANCIAL PLANNING

Course Contents:

Unit I: Financial Planning and Investment Environment: Financial planning process and life cycle approach, Ascertainment of financial goals; Application of investment alternatives in financial plans - Bonds, Equity Shares, Mutual Funds, Fixed Deposits, PPF, Financial Derivatives, Commodity derivatives, gold & bullion; Innovative investment products like Exchange Traded funds (ETFs), Real Estate Investment Trusts (Reits), Infrastructure Investment Trust (Invits); Independent opening and operation of trading and demat account.

Unit II: Diversity in Financial Planning: Planning for life insurance and health insurance; Primary clauses in life and healthcare insurance agreement; Application of compounding and indexing; Balancing Mutual Funds; Funds, CAGR, SIP/ SWP/ STP and Index Funds; Identification of common stocks with uncommon profits; Identification of competitive durable advantage of equity; Equity with moat; Principles and variables of value investing system (Using cases of Equity from BSE/ NSE).



Unit III: Building Financial Plans: Critical analysis of investments, Insurance and tax saving instruments; Risk assessment of individual; Building financial plans using spreadsheets; Evaluation of financial plan.

Unit IV Credit Planning: Assessment of credit; Reverse mortgage; Optimal Use of Education loan; Consumer and housing finance; EMI: Calculations & Long-term Impact; Credit card management; Overdraft protection; Credit history,

Unit V: Retirement Planning: Retirement solutions, Critical analysis of retirement planning, pension plans including taxes and inflation; Estate planning- Objectives of will, creating a valid will; Power of attorney.

PAPER PGCFPWM4.2: SECURITY ANALYSIS:

Course Contents:

Unit I: Investments: Meaning and avenues of investment, concept of risk and return, determinants of required rates of return, relationship between risk and return; security risk and return analysis and measurement;

Financial Assets: Type and their characteristics; asset allocation decision – individual investor life cycle, the portfolio management process, the importance of asset allocation;

Unit II: Investments in Financial Markets: Concept of Initial Public Offer (IPO), FPO, Offer for sale, Private placement; IPO Process; Eligibility & Norms for IPO; Role of Credit Rating Agency; Categories of IPO- Traditional and Contemporary; Investment in Mutual Fund units; Investment in Secondary Market – Equity instruments, Debt instruments.

Unit III: Security Analysis: Efficient market hypothesis, Macro-analysis and Micro-valuation of the stock market;

Fundamental Analysis: Economic Analysis, Industry analysis, Company analysis and Stock valuation;

Technical Analysis: Techniques, DOW theory; Equity portfolio management strategies – passive versus active management strategies;

Analysis of Investment in Securities: Analysis for investment in shares; Bond fundamentals, Analysis and valuation of bonds; Bond portfolio Management strategies;

Unit IV: Valuation of Securities: Valuation principles and practices, theory of valuation, security valuation process, Valuation of alternative investments, Valuation of equity instruments, Valuation of debt instruments, Relative valuation techniques; Measurement of risk in investment in securities; Valuation of mutual funds units, Valuation of Provident Fund Investments, Valuation of Pension Fund Investments.

Unit V: Investment Management Strategies: Passive, Semi-active and Active strategy; Formulation of strategy, Implementation of strategy.

SEMESTER II

| Paper | Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|--------------|----------------------|----------------|---------------|---------------|----------------|-----------------|-------------|
| 3 | Portfolio Analysis | 4 | 100 | 40 | 12 | 12 | 64 |
| 4 | Portfolio Management | 4 | 100 | 40 | 12 | 12 | 64 |
| Total | | 8 | 200 | 80 | 24 | 24 | 128 |

PAPER PGCFPWM4.3 PORTFOLIO ANALYSIS:

Course Contents:

Unit I: Portfolio Theory: Capital Asset Pricing Model; Efficient Market Hypothesis.

Unit II: Regulations and Guidelines: The SEBI guidelines on portfolio management; Asset management, Managed portfolios, Professional money management companies, Investment in alternative asset classes.

Unit III: Portfolio Analysis: Meaning, importance, objectives and various issues in portfolio construction and revision; portfolio analysis – diversification, portfolio risk and return; Markowitz portfolio theory;

Unit IV: Portfolio Selection: Defining investment objectives, investor preferences; single index model; introduction to asset pricing models, capital market theory, the capital asset pricing model (CAPM); multifactor models of risk and return, arbitrage pricing theory (APT), multifactor models and risk estimation;

Unit V: Portfolio Implementation: The Specific Moves (i) Selection of Securities, (ii) Portfolio Execution, (iii) Portfolio Revision, (iv) Performance Evaluation

PAPER PGCFPWM4. 4 PORTFOLIO MANAGEMENT:

Course Contents:

Unit I: Global Investment Portfolio Management: Investment Policy and Strategy: The Grand Design (i) Specification of Investment Objectives and Constraints (ii) Quantification of Capital Market Expectation, (iii) Asset Allocation (iv) Formulation of Portfolio Strategy

Unit II: Portfolio Performance Evaluation: Performance measurement techniques, risk adjusted measures of performance evaluation, evaluation criteria and procedures, evaluation of bond portfolio performance

Unit III: Bond Portfolio Management: Interest Rate Risk - Active & Passive Strategies, Immunization, Hybrid Strategy

Unit IV: Management of Portfolio of Mutual Fund Investments: Concept, Schemes and Products, Regulatory framework, SEBI guidelines; Investment strategy, Evaluation - Pros, Cons and choice; Management of Fund; Accounting; Distribution of profit.

Unit V: Professional and Institutional Money Management: Wealth Management Institutions; Provident Funds and Pension Funds; Faith Investing; Reporting Portfolio Performance - System of communication and dialogue with investors.

Exit Learning Outcomes of Qualification:

After completion of this qualification, the student should demonstrate the capability to:

- Understand the premises of financial planning and identify the financial goals.



- Critically evaluate the investment instruments suitable for different financial goals for different time spans.
- Apply knowledge and skill for analysing and selecting appropriate financial instruments to manage individuals' finances.
- Analyse investment in securities in the primary and the secondary markets.
- Understand and undertake credit planning, retirement planning and estate planning.
- Undertake asset allocation, risk assessment and risk management, equity analysis of government, corporate and inflation-protected bonds, industry analysis, style analysis, tax-efficient investing for portfolio management and trading.
- Utilising the knowledge undertake designing and developing through a rigorous process of portfolios of investment for an investment management firm.

Suggested Readings:

1. Alexander, Shampe and Bailey. *Fundamentals of Investments*. Prentice Hall of India
2. Bhat, S. *Security Analysis and Portfolio Management*. Excel Books, New Delhi.
3. Brahmiah A. and Subba Rao, P. *Financial Futures and Options*. Himalaya Publishing House.
4. Chandra, Prassana. *Security Analysis and Portfolio Management*. Tata McGraw Hill Publishing Company, New Delhi.
5. Fischer, D. E., and Ronald J. J. *Security Analysis and Portfolio Management*. Prentice-Hall of India, New Delhi.
6. Horngren, Charles. *Modern Investment Theory*. Pearson Education.
7. Kahn. *Technical Analysis – Plain and Simple*. Pearson Education.
8. Kevin, S. *Security Analysis and Portfolio Management*. PHI Learning Pvt Ltd. New Delhi
9. Pandian, P. *Security Analysis and Portfolio Management*. Vikas Publishing house Pvt Ltd. Noida
10. Ranganatham, M. and Madhumathi, R. *Investment Analysis and Portfolio Management*. Pearson Education, New Delhi.

Note: Latest edition of text books may be used.

5. POST GRADUATE CERTIFICATE IN ENTERPRISE RISK MANAGEMENT

Qualification: A student shall be awarded Post Graduate Certificate in Enterprise Risk Management on qualifying at the examination.

Objective of the Qualification:

This qualification aims to:

- *Provide the students with integrated knowledge of risk management and critical understanding and application of relevant risk management frameworks, methods and techniques relevant to the field of risk management.*
- *Advance the ability and skills of the students for effectively applying risk management methods and techniques with a view to managing risk within an organization.*
- *Provide understanding to the students of techniques for critical analysis of alternative approaches to managing various types of risks within an organisation and the ability to offer value-driven and logical arguments for judgements.*
- *Develop the ability and skill of the students to identify, demarcate, analyse and effectively address complex issues related to risk management in the management of a banking and insurance organisation and apply the same in practice.*

SEMESTER I

| Paper | Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|--------------|-----------------------|----------------|---------------|---------------|----------------|-----------------|-------------|
| 1 | Enterprise Risk | 4 | 100 | 40 | 12 | 12 | 64 |
| 2 | Foreign Exchange Risk | 4 | 100 | 34 | 12 | 18 | 64 |
| Total | | 8 | 200 | 74 | 24 | 30 | 128 |

PAPER PGCERM5.1 ENTERPRISE RISK:

Course Contents:

Unit I: Introduction: Concept of Risk, Difference between Risk and Uncertainty, Types of Risk – Market Risk, Credit Risk, Liquidity Risk, Interest Rate Risk, Operational Risk, Off Balance Sheet Risk, Foreign Exchange Risk, Sovereign Risk, Insolvency Risk; Concept of Enterprise Risk Management (ERM) – Definition of Risk Management, Approaches to Risk Management – Risk Management Strategies

Unit II: Operational Risk: Nature of operational risk; Sources of Operational Risk; Measurement of Operational Risk; Operational Risk Norms; Operational Risk Hedging Strategies – Matching, Risk Sharing, Netting; Mitigating Operational Risk

Unit III: Interest Rate Risk: Analysis of Interest Rate Risk – Concepts of Term Structure of Interest Rates and Yield Curve – Inseparability of Interest Rate Risk and Credit Risk – Interest Rate Risk Safety Zone – Measuring Interest Rate Risk – Gap Analysis, Asset – Liability Repricing and Repricing Risk, Duration and Convexity, Simulation Models – Interest Rate Risk



Measurement and Norms, Interest Rate Risk, Interest Rate Immunization, Yield Curve Smoothing, Interest Rate Derivatives.

Unit IV: Market Risk: Concept, Types, Methodology of calculating of market risk exposures; Market risk norms, Value-at-Risk (VaR), Factors affecting VaR, Statistical issues in VaR computation, Hedging Market risk, Dynamic hedging strategies.

Insolvency Risk: Bond for Loan Swaps, Multi Year Restructuring Agreement, Loan Sales, Insolvency Risk Analysis through Capital Adequacy Ratios in Banking and Insurance Services

Foreign Exchange Risk: Sources of Foreign Exchange Risk Exposure, Foreign Asset and Liability Positions, Interaction of Interest Rate, Inflation and Exchange Rates.

Unit V: Techniques and Instruments for Risk Management: Interest rate contracts, Options, Futures, Swaps and Arbitrage contracts.

PAPER PGCERM5.2 FOREIGN EXCHANGE RISK:

Course Contents:

Unit I: Foreign Exchange Exposure Risk: Exchange rate determination, Exchange rate forecasting; Foreign currency market;

Unit II: Hedging Currency Risk: Foreign exchange derivatives – Currency Forward, Currency Futures, Currency Options and Currency Swaps; Management of Transaction, Translation and Economic exposures,

Unit III: Treasury and Advances Risk: The role of the treasury function in multinationals; The use of financial derivatives to hedge against forex risk; The use of financial derivatives to hedge against interest rate risk

Unit IV: Sovereign Risk: Sovereign Risk Events – Debt Repudiation versus Debt Rescheduling – Evaluation of Sovereign Risk – Mechanisms for dealing with Sovereign Risk Exposures – Debt for Equity Swaps.

Unit V: Case Studies: Foreign Exchange Risk Management:

1. The State Bank of India
2. The HDFC Bank
3. The ICICI Bank
4. Kotak Mahindra Bank

SEMESTER II

| Paper | Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|--------------|-------------------------------------|----------------|---------------|---------------|----------------|-----------------|-------------|
| 3 | Risk Management in Banking Sector | 4 | 100 | 40 | 12 | 12 | 64 |
| 4 | Risk Management in Insurance Sector | 4 | 100 | 40 | 12 | 12 | 64 |
| Total | | 8 | 200 | 80 | 24 | 24 | 128 |

PAPER PGCERM5.3 RISK MANAGEMENT IN BANKING SECTOR

Course Contents:

Unit I: Banking Law: Reserve Bank of India Act 1934, Banking Regulation Act 1949, Insolvency and Bankruptcy Code 2016, Basel I, II and III and challenges for Indian banks in adoption of Basel norms.

Unit II- Banking Services and Products: Corporate banking, retail banking, international banking, rural banking, priority sector lending, digital banking, electronic banking, mobile banking and other innovative uses of IT; Taxation of banking products.

Portfolio of Banks: Sources of Funds – Equity, Bonds and Borrowings, Deposit accounts, Savings accounts, Current Accounts; Advances and credit - Long terms lending, Short term lending, Investments – Treasury Bills, Debt instruments, Deposits with other Banks; Dealings with RBI – Borrowings and deposits.

Unit III: Banking Scams and Frauds: Major banking scams in India and the world, reasons for occurrence, handling of the same and preventive measures. Consumer protection and Banking Ombudsman Scheme.

Unit IV- Risk in Banks: Credit risk, liquidity risk, interest rate risk, market risk, off balance sheet risk, currency risk, operational risk. Risk measurement and risk management.

Unit V: Banking Risk Management:

Credit Risk Management: Credit Risk Exposures, Types of Credit Risk, Credit Events, Credit Quality Problems and Credit Rating Transition Matrix, Credit Risk Measurement Models – Merton's Model – Credit Risk Measurement and Basel Norms, Managing Credit Risk – Credit Derivatives and Securitization.

Liquidity Risk Management: Liability-side and Asset-side Liquidity Risk, Types of Liquidity Risk Events, Inter-linkage between Liquidity Risk and Credit Risk, Liquidity Risk, Measuring Liquidity Risk – Jarrow-Merton Put Option Model, Managing Liquidity Risk, Choice of Liability Structure and Arrangement of Line of Credit.

Asset Liability Risk Management: Concept, Role of ALM in managing interest rate risk and liquidity risk, RBI guidelines.

Off-Balance Sheet Risks Management: Nature of Off-Balance Sheet Risks, Forms of off - Balance Sheet risk exposures – Loan Commitments, Commercial Letters of Credit and Letters of Undertaking, Derivatives, Bank Guarantees, Deposit Insurance, Management of off-balance Sheet risk.



PAPER PGCERM5.4. RISK MANAGEMENT IN INSURANCE SECTOR

Course Contents:

Unit I: Insurable Risk: Types of risks facing businesses and individuals; Need for Security against economic difficulties, risk and uncertainty to individuals and business; risk management – process and methods; overview of insurance – elements, identification and quantification of risk exposures of enterprises, assessing enterprises financial ability to bear risk and designing insurance programmes needed, rating insurance covers and containing insurance costs, purchase of insurance and insurance administration; Underwriting, reinsurance and other functions

Unit II: Regulatory Framework of Insurance: Regulatory Framework of Insurance, IRDA act 1999: objectives of IRDA, Composition of IRDA, Duties, Powers and Functions of IRDA, Role of IRDA, Delegation of powers, establishment of Insurance Advisory Committee, powers to make regulations.

Unit III: Portfolio of Insurance Companies: Sources of Funds – Equity, Bonds and Borrowings, Deposit accounts; Advances and credit - Investments – Treasury Bills, Debt instruments, PSU Shares, Shares of Companies, Mutual Fund Investments; Deposits and Outstanding with other Insurance Companies.

Balances in Different Funds: Premium deposits, Claims outstanding and under settlement; Reinsurance claims and outstanding.

Unit IV: Risk Analysis in Insurance Services: Insurability of Risks – Nature of Insurance and Reinsurance Risks – Law of Large Numbers and Actuarial Methods of Insurance Pricing– Mitigating Risks in Insurance Services

Unit V: Insurance Risk Management: Legal aspects of insurance contract, Loss Assessment and Loss control, Control of Malpractices and Mis-selling, Exclusion of perils, Actuaries, Computation of insurance premium; Determination of liability for future claims, Balance in Reserve for future claims, Insurance surplus and Profit.

Exit Learning Outcomes of Qualification:

Upon the completion of this qualification, the student should be able to demonstrate:

- Integrated knowledge of and engagement in risk management and critical understanding and application of relevant risk management frameworks, methods and techniques relevant to the field of risk management.*
- Advanced ability to effectively apply risk management methods and techniques with a view to manage risk within an organisation.*
- Critical analysis of alternative approaches to managing the various types of risks within an organisation and the ability to offer value-driven and logical arguments for judgement and management of risk.*
- Ability to identify, demarcate, analyse, and effectively address complex issues related to risk management within a commercial, banking and insurance organisation and apply the same in practice.*



□ *Critical understanding of risk management strategies for an organisation, including the use of general strategies of risk identification and management in order to establish and monitor appropriate systems of internal control.*

Suggested Readings:

1. George, E. Rejda, *Principles of Risk Management and Insurance*. Pearson Education
2. Gupta. P.K. *Insurance and Risk Managemen*. Himalaya Publishing House
3. Mishra, M.N. *Principles and Practices of Insurance*. Sultan Chand & Sons.
4. Vaughan, E.J. and Vaughan, T. *Fundamental of Risk and Insurance*. Wiley & Sons.

Note: Latest edition of text books may be used.

Note: Students shall practice solution of numerical exercises in courses where numerical exercises are involved in ‘_Accounting Laboratory’.

6. POST GRADUATE CERTIFICATE IN INTERNAL AUDIT

Qualification: A student shall be awarded Post Graduate Certificate in Internal Audit on qualifying at the examination.

Objective of the Qualification:

This qualification aims at:

- *Developing understanding of the students regarding essentials of audit, audit standards, strategy, planning and programming, audit techniques and audit work.*
- *Developing understanding of the students on role and functions of external auditors, their qualifications, methods of appointment, rights, duties and liabilities.*
- *Developing understanding and skill of the students on installing a system of internal control in an organization, its need, functions and mechanism of work.*
- *Developing the understanding and skill of the students on internal audit, internal audit standards, their need and functions in an organization and ability to perform the functions of an internal auditor.*

SEMESTER I

| Paper | Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|--------------|---------------------|----------------|---------------|---------------|----------------|-----------------|-------------|
| 1 | Essentials of Audit | 4 | 100 | 40 | 12 | 12 | 64 |
| 2 | Internal Control | 4 | 100 | 40 | 12 | 12 | 64 |
| Total | | 8 | 200 | 80 | 24 | 24 | 128 |

PAPER PGCIA6.1. ESSENTIALS OF AUDIT

Course Contents

Unit I: International Auditing and Assurance Standard Board (IAASB) and Auditing Standards in India (SA): 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; 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; 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; SA 402: Audit Consideration Relating to an Entity Using a Service Organisation; SA500: Audit Evidence.SA 501: Audit Evidence – Specific Considerations for Selected Items; SA 530: Audit Sampling.SA 540: Auditing Accounting Estimates, Including Fair Value Accounting Estimates, and Related Disclosures; SA 570: Going Concern

Auditing Standards, Statements and Guidance Notes: Auditing and Assurance Standards (AASs); Statements and Guidance Notes on Auditing issued by the ICAI; Significant differences between Auditing and Assurance Standards and International Standards on Auditing.

Unit II: Nature, Objective and Scope of Audit: Auditing Concepts: Nature, objective and scope of Audit; Relationship of auditing with other disciplines; Standard Setting Process: Overview,



Standard-setting process, Generally accepted auditing standards (GAAS), Auditing and Assurance Standards Board (AASB); Standards on Auditing, Guidance Note(s) issued by the ICAI; Engagement Standards: Qualities of Auditor, Elements of System of Quality Control; Ethical requirements relating to an audit of financial statements; Inherent Limitations of an audit.

Unit III: Audit Risk: Concepts – Materiality and Performance Materiality, Materiality levels, Procedures to obtain initial understanding, Analytical procedures in planning, Compute and interpret key ratios used in analytical procedures, Effect of fraud and misstatements on the Audit Strategy,

Unit IV: Audit Strategy, Audit Planning and Audit Programme: Audit Strategy; Audit planning; Planning an Audit of Financial Statement; Audit programme; Development of Audit Plan and Programme, Control of quality of audit work - Delegation and supervision of audit work; Materiality and Audit Plan; Revision of Materiality; Documenting the Materiality; Performance Materiality

Preconditions for Audit: Obtaining audit engagement, Engagement Letters - Contents, Quality Control Procedures, Overall objectives of the auditor and the need to conduct an audit.

Audit Strategy, Planning and Programming: Planning the flow of audit work; audit strategy, planning programme and importance of supervision: review of audit notes and working papers; drafting of reports; principal's ultimate responsibility; extent of delegation; control over quality of audit work; reliance on the work of other auditor, internal auditor or an expert.

Audit Planning: Need and importance, Contents of the overall Audit Strategy and Audit Plan, Difference between an interim and final audit,

Unit V: Audit Documentation and Audit Evidence: Concept of Audit Documentation; Nature & Purpose of Audit Documentation; Form, Content & Extent of Audit Documentation; Completion Memorandum; Ownership and custody of Audit Documentation; Audit procedures for obtaining audit evidence; Sources of evidence; Relevance and Reliability of audit evidence; Sufficient appropriate audit evidence, Evaluation of Audit Evidence; Audit procedure to identify litigation & claims; Safe custody and retention of Working Papers.

PAPER PG CIA6.2: INTERNAL CONTROL

Course Contents:

Unit I: Internal Control: Internal Control: Meaning and objectives. Internal Check: Meaning, objectives and fundamental principles. Internal Check as regards: Wage Payments, Cash Sales, Cash Purchases. Internal Audit: Meaning - Advantages and Disadvantages of Internal Audit – Differences between Internal Check and Internal Audit. E- Applications in internal control.

Internal Control: Objectives, Components of Internal Control, Auditors internal control system records.

Unit II Control Procedures: Activities and tests of control in relation to (i) the sales system; (ii) the purchases system (iii) the payroll system, (iv) the inventory system, (v) the cash system, and (vi) the non-current assets.

Unit III: Evaluation of Internal: Internal control components including limitations and deficiencies, computer systems controls.

Unit IV: Risk Assessment and Internal Control I: Evaluation of internal control procedures; techniques including questionnaire, flowchart; internal audit and external audit, coordination between the two internal control and check.

Audit Risk, Identifying and Assessing the Risk of Material Misstatement; Risk Assessment procedures; Understanding the entity and its environment; Internal control; Documenting the Risks; Evaluation of internal control system; Testing of Internal control; Internal Control and IT Environment; Materiality and audit risk; Internal audit, Basics of Standards on Internal Audit (SIAs) issued by the ICAI; Basics of Internal Financial Control and reporting requirements; Distinction between Internal Financial Control and Internal Control over Financial Reporting.

Unit V: Report on Internal Controls: Requirements and methods of reporting significant deficiencies in internal control to management.

SEMESTER II

| Paper | Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|--------------|-------------------|----------------|---------------|---------------|----------------|-----------------|-------------|
| 3. | Internal Audit I | 4 | 100 | 40 | 12 | 12 | 64 |
| 4 | Internal Audit II | 4 | 100 | 40 | 12 | 12 | 64 |
| Total | | 8 | 200 | 80 | 24 | 24 | 128 |

PAPER PGCIA6.3. INTERNAL AUDIT I:

Course Contents:

Unit I: Internal Audit: Meaning, Scope, Nature, Functions, Tools and techniques of internal audit; Special Audit Techniques - Selective verification; statistical sampling; Special audit procedures; Physical verification of assets, Direct confirmation of debtors and creditors; Analytical review procedures; Risk-based auditing; Computer-assisted audit techniques – Meaning, Examples, Delegation of work of others – Extent of reliance, Extent to which reference to the work of others can be made in the independent auditor’s report, Audit techniques in Not-for profit organisation.

Unit II: Audit Engagements: Meaning, Objective, Types of assurance engagement, Concepts of Accountability, Stewardship and Agency, Elements of Assurance Engagement;

Regulatory environment – External audit, Mechanism to control auditors, Statutory Regulations - Appointment, Rights, duties, and liabilities of Auditors - Towards the principal; towards third party; Removal and Resignation of Auditors, Limitations of external audit;

Unit III: Audit Function: Assertions contained in the financial statements, Audit procedures to obtain audit evidence, Quality and quantity of audit evidence, Problems associated with the audit and review of accounting estimates, Control environment of smaller entities; Audit sampling – Meaning, Need, Differences between statistical and non-statistical sampling, Examples and usage.

Unit IV: Vouching: Meaning, Importance, Routine Checking and Vouching; Voucher -Types of Vouchers; Vouching of Receipts - Cash Sales, Receipts from debtors, Proceeds of the sale of Investments; Vouching of Payments - Cash Purchases, Payment to Creditors, Deferred Revenue Expenditure; E-vouching, Uses, Limitations.



Verification and Valuation of Assets and Liabilities: Meaning, Objectives of verification and valuation; Position of auditor as regards to Valuation of Assets; Verification and Valuation of different Items - Assets: Land & Building, Plant & Machinery, Goodwill, Investments, Stock in Trade; Liabilities - Bills Payable, Sundry Creditors, Contingent Liabilities.

Unit V: Audit of Specific Items: Receivables, inventories, Payables and accruals, Bank and Cash, Tangible assets, Intangible assets, Non-current liabilities, Provisions and contingencies, Share capital, Reserves, Managerial remuneration, Directors' emoluments.

PAPER PGCIA6.4. INTERNAL AUDIT II – INFORMATION SYSTEM AUDIT:

Course Contents:

Unit I: Audit under Computerized Information System (CIS) Environment: Special aspects of CIS Audit Environment, need for review of internal control especially procedure controls and facility controls. Approach to audit in CIS Environment, use of computers for internal and management audit purposes: audit tools, test packs, computerized audit programmes; Special Aspects in Audit of E-Commerce Transaction.

Unit II: Audit of Limited Companies: Relevant Provisions under the Companies Act, 2013 relating to Audit and Auditors and Rules made thereunder; Auditors responsibility, statutory requirement under the Companies Act, Audit of branches and Joint Audit, Concept of true and fair, concept of materiality in the context of audit companies. Audit of branches: joint audits; Dividends and divisible profits - financial, legal, and policy considerations; Subsequent events – Purpose, Indicators and Responsibilities and procedures to be undertaken; Going Concern – Definition and importance, Responsibilities of auditors and management regarding going concern,

Audit under the 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 III: Audit Finalisation and Review: Procedures and sufficiency of evidence, Dealing with Uncorrected Statements

Audit Report: Certificate and Report, Types of Audit Report, special reports on prospectus, dividends and divisible profits and depreciation. Qualifications, notes on accounts, distinction between notes and qualifications, detailed observations by the statutory auditor to the management vis-a-vis obligations of reporting to the members.

Limitations of Internal Audit: Outsourcing internal audit, strengths and limitations of outsourcing internal audit function,

Unit IV: Non-Financial Audit: Management Audit, Propriety Audit, Cost Audit, Environmental Audit and Efficiency Audit; Social Audit: Model of MNAREGA, Report of the Aruna Roy Committee.

Unit V: Audit Threats and Safeguards: Role of External and Internal audit, Factors to assess – Internal audit, Responsibilities of internal and external auditors for the prevention and detection of fraud and error,



Corporate Governance and Audit Function: Objective and meaning, Directors' responsibilities, Role and structure of Audit Committee,

Professional Ethics for Auditors: Fundamental principles of professional ethics. Code of Ethics for Auditors.

Exit Learning outcomes of Qualification:

Upon the completion of this qualification, the student should be able to demonstrate:

- Understanding of essentials of audit, audit standards, strategy, planning and programming audit techniques and audit work.*
- Understanding of the role and functions of external auditors, their qualifications, methods of appointment, rights, duties and liabilities.*
- Understanding and skill of installing a system of internal control in an organization, its need, functions and mechanism of working*
- Understanding and skill of internal audit, internal audit standards, its need and functions in an organization and ability to perform the functions of an internal auditor.*

Suggested Readings:

1. Gupta, Karnal. *Contemporary Auditing*. Tata Mc. Graw-Hill, New Delhi.
2. Gupta, Kamal. *Practical Auditing*. Tata Mac Graw Hill
3. Manjunatha, J.M. and others. *Auditing and Assurance*. Himalaya Publishing House.
4. Pagare, Dinakar. *Practice of Auditing*. Sultan Chand
5. Ramaswamy, M. S. *Principles and Practice of Auditing*.
7. Saxena, R.G. *Principles and Practice of Auditing*. Himalaya Publishing House
8. Sharma, T.R. *Auditing Principles and Problems*. Sahitya Bhawan, Agra.
9. Sharma, T. R. *Auditing*. Sahitya Bhavan, Agra.
10. Tandon, B.N. *Principles of Auditing*, S. Chand and Company, New Delhi.
11. Tandon, B. N. *Practical Auditing*. Sultan Chand
12. Usha Devi et al. *Auditing VBH*

Note: Latest edition of text books may be used.

Note: Students shall practice solution of numerical exercises in courses where numerical exercises are involved in 'Accounting Laboratory'.

7. POST GRADUATE CERTIFICATE IN FORENSIC ACCOUNTING AND FRAUD DETECTION

Qualification: A student shall be awarded Post Graduate Certificate in Forensic Accounting and Fraud Detection on qualifying at the examination.

Objective of the Qualification:

This qualification aims to:

- Develop the understanding of the student on use of accounting skills to investigate fraud and embezzlement, and to analyse financial information for use in legal proceedings.
- Develop the skills of the students to examine tax and business records to identify irregularities that can impact major criminal and civil cases.
- Develop the understanding of the students of the methodology of systematic fraud investigation, fraud detection and fraud management and use forensic accounting and audit techniques under suspected fraudulent conditions.

SEMESTER I

| Paper | Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|--------------|---|----------------|---------------|---------------|----------------|-----------------|-------------|
| 1 | Financial Fraud | 4 | 100 | 40 | 12 | 12 | 64 |
| 2 | Fraud Investigation, Reporting and Resolution | 4 | 100 | 36 | 12 | 16 | 64 |
| Total | | 8 | 200 | 76 | 24 | 28 | 128 |

PAPER PGCFAFD7.1. FINANCIAL FRAUDS:

Course contents:

Unit I: Fraud: White collar crimes; Definition, Ingredients of fraud, Factors behind fraud commitment, Persons committing fraud, Types of frauds – Bribery, Corruption, Misappropriation of funds, Theft of Assets, White collar frauds, Accounting Frauds, Frauds in taxation, Corporate frauds, Capital market frauds, Frauds in Government revenue and expenses.

Unit III: Corporate Frauds: Meaning, Nature of corporate fraud, Concept of fraud under Companies Act 2013, Frauds for and against a company, Victims of fraud; Types of Corporate Frauds - Bribery and corruption, Misappropriation of assets, Manipulation of financial statements, Procedure-related frauds, Corporate espionage, Fraud in e-commerce. Fraud Prevention-Strategies, Fraud prevention for consumers and businesses; Case study:

- (a) Satyam Computers Case
- (b) ILL&FS Case
- (c) Enron Case



(d) World Com Case

Unit IV: Banking Frauds: Overview- Case study of

(a) Barring Bank Case

(b) Nirav Modi and Mehul Choksi Fraud Case

(c) Vijay Malya Fraud Case

Unit V: Capital Market Frauds: Overview, Case study of

(a) Harshad Mehta Case

(b) Ketan Parakh Case

PAPER PGCFAFD7.2 FRAUD INVESTIGATION, REPORTING, MANAGEMENT AND RESOLUTION

Course Contents:

Unit I: Fraud Investigation: Basics of Fraud Investigation process - how fraud affects both its victims directly and modern society in general; behaviours, habits and exploits of fraudsters at a variety of levels, why certain individuals/businesses face a higher risk of being targeted by fraudsters than others.

Unit II: Fraud Detection: Fraud Investigation and Engagement processes; Symptoms of fraud; Evidence Collection process; Fraud Examination Evidence: Physical, Documentary and Observational Evidence, Interview and Interrogative Methods Detection of Financial Statement Fraud, Revenue Fraud, Inventory Fraud, Fraud on reserves.

Unit III: Fraud Reporting: preparation, Litigation, and the Recovery Process. Business Valuation and Damages, Damage Analysis; Auditor's Responsibility; Other types of misconduct.: Foreign Corrupt Practices Act (FCPA) Investigations, Anti-money laundering.

Unit IV: Fraud Management: Culmination, consequences, and policy implications of corporate frauds.

Unit V: Resolution of Fraud: Legal follow up. Government Enforcement; Fraud prevention, recognition of potential fraudulent situations.

**SEMESTER II**

| Paper | Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|--------------|---|----------------|---------------|---------------|----------------|-----------------|-------------|
| 3 | Forensic Accounting, Investigation and Forensic Audit | 4 | 100 | 36 | 12 | 16 | 64 |
| 4 | Cyber Crimes and Cyber Forensic | 4 | 100 | 36 | 12 | 16 | 64 |
| Total | | 8 | 200 | 72 | 24 | 32 | 128 |

PAPER PGCFAFD7.3. FORENSIC ACCOUNTING, INVESTIGATION AND FORENSIC AUDIT**Course Contents:**

Unit I: Forensic Accounting: Money laundering and the Financial Intelligence act 3 of 2007; Tax evasion; Economics of crime; Organized crime; Financial crimes; Accounting and audit techniques; Sources of information; Detective and investigative tools and techniques; Investigative interview analysis; Bank and Finance; Cyber-crimes; Financial Intelligence Act; Financial statement fraud

Unit II: Forensic Accounting and Legal Environment: Financial Statement Analysis and Analytic Techniques. Money laundering and the Financial Intelligence act 3 of 2007; Tax evasion; Economics of crime; Organized crime; Financial crimes; Accounting and audit techniques; Sources of information; Detective and investigative tools and techniques; Investigative interview analysis; Bank and Finance; Cyber-crimes; Financial Intelligence Act; Financial statement fraud

Unit III: Forensic Investigation: Concept of Investigations, Types of Investigations - Fraud Investigation, Corruption, Asset misappropriation, Cash theft, Fraudulent disbursements, Inventory frauds, Misuse of assets; Interrogation of fraud, Forensic Investigation Methodology, Stages of computer forensic examination - Readiness, Evaluation, Collection, Analysis, Presentation, Review; Issues in Forensic Investigation

Unit IV: Forensic Audit: Principles of Fraud Auditing, Fraud Auditors' Skills, Forensic Audit and the Internal Auditor, Forensic Audit and Internal Control; Forensic Audit Methodology, Forensic Audit in Computerized Work Environment, Issues in Forensic Audit.

Unit V: Case studies:

The Department shall select 5 cases of Forensic Investigation and 5 cases of Forensic Audit reported in the Law Report. Candidate shall analyse and present the case analysis at the Seminar organised by the Department for this purpose.



PAPER PGCFAFD7.4. CYBER CRIMES AND CYBER FORENSIC

Course Contents:

Unit I: Cyber Crimes: Introduction, Computer crime and cybercrimes; Distinction between cybercrime and conventional crimes; Kinds of cybercrimes - cyber stalking, cyber terrorism, Forgery and fraud, Crimes related to IPRs, Computer vandalism;

Unit II: Cyber Laws: Need for cyber laws, International scenario of cyber laws; Law relating to cyber-crimes, hacking, web vandals, cyber fraud and cheating, e-mail spamming, cyber pornography, inappropriate web linking practices, international libel laws and liability of ISPs cyber squatter, domain name disputes, copy right protection in cyber world, software piracy, software patents, taxation issues in e-commerce; Protection to cyber consumer in India;

Unit III: The Information Technology Act 2000: Objectives, Salient features, Definitions, Provisions regarding Digital signature, Authentication of electronic records. Electronic governance, Attribution, Acknowledgment and dispatch of electronic records, Secure electronic records and Secure digital signatures, Regulation of certifying authorities, Digital signature certificates, Duties of subscribers, Penalties and adjudication, Appellate tribunal, offences.

Unit IV: Cyber Forensic: Definitions under IT Act, 2000 Contemporary Business Issues in Cyber Space; Management of risk in - Internet, Web Centric Business, E Business, Electronic Governance, Instant messaging platforms, Social networking sites and mobile applications, Security risks, Cyber jurisdiction, Domain name dispute and their resolution, E-forms; E-Money, Regulations of Pre-Payment Instruments (PPI), Electronic Money Transfer, Privacy of Data and Secure Ways of Operation in Cyber Space.

Unit V: Case studies:

The Department shall select 5 cases of Cyber Crime and Cyber Forensic reported in the Law Report. Candidate shall analyse and present the case analysis at the Seminar organised by the Department for this purpose.

Exit Learning outcomes of Qualification:

Upon the completion of this module, the student should be able to demonstrate insight into:

- Knowledge and engagement in the field of forensic accountancy as it pertains to financial statement manipulation.*
- Knowledge literacy in the area of fraud risk management.*
- Knowledge of the method and procedure in selecting and applying appropriate standards procedures, processes and techniques of financial statement manipulation and fraud risk management to problems in the field of forensic accountancy*
- Knowledge and understanding of ethics and professional practices relating to financial statements and fraud risk management.*
- Ability for accessing, processing and managing information on financial statement manipulation and fraud risk management problems and issues within the forensic accountancy environment.*



- *Knowledge literacy in demonstrating the ability to interrogate multiple sources of knowledge in the area of conducting a forensic investigation.*
- *Ability for problem solving of complex or abstract problems in the forensic investigation field.*
- *Ability to produce and communicate professional ideas and texts in the field of forensic investigations*
- *Understand context and systems relating to forensic regulatory compliance and forensic technology in the forensic accountancy environment.*

Suggested Readings:

1. Albrecht, W. Steve. *Forensic Accounting and Fraud Examination*. Cengage Learning (India Edition).
2. Albrecht, Chad O., Albrecht, Conan C., Albrecht, W. Steve & Zimbelman, Mark F. *Forensic Accounting & Fraud Examination*. Cengage Learning.
3. Banerjee, Robin. *Who Cheats and How?* Sage Publications, New Delhi.
4. Bologna, Jack and Lindquist, Robert J. *Fraud Auditing and Forensic Accounting*. Wiley.
5. Bremser, Wayne G. *Forensic Accounting and Financial Fraud*. American Management Association.
6. Dalal, Chetan. *Novel and Conventional Methods of Audit, Investigation and Fraud Detection*. Wolters Kluwer India Pvt Ltd.
7. Gupta, Sanjeev. *Corporate Frauds and their Regulation in India*. Bharat Law House Pvt Ltd
8. Kaul, Vivek. *Easy Money*. Sage Publications, New Delhi.
9. Manning, George A. *Financial Investigation and Forensic Accounting*. CRC Press: Taylor & Francis Group.
10. Sharma, B. R. *Bank Frauds*. Universal Law Publishing, New Delhi

Note: Latest edition of text books may be used.

Note: Students shall practice solution of numerical exercises in courses where numerical exercises are involved in Accounting Laboratory.



8. POST GRADUATE CERTIFICATE IN ACCOUNTING STANDARDS (IND AS/IFRS)

Qualification: A student shall be awarded Post Graduate Certificate in Accounting Standards on qualifying at the examination.

Objective of the Qualification:

This qualification aims at:

- Familiarizing and equipping the students with the knowledge of accounting standards and financial reporting practices and applying the same in practice.
- Providing understanding to the students of the requirements of Indian Accounting Standards and applying the same in practice.
- Providing understanding to the students of the requirements of the Standards Interpretations Committee of Accounting Standards Board and applying the same in practice.

SEMESTER I

| Paper | Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|--------------|--------------------------------|----------------|---------------|---------------|----------------|-----------------|-------------|
| 1 | Indian Accounting Standards I | 4 | 100 | 40 | 12 | 12 | 64 |
| 2 | Indian Accounting Standards II | 4 | 100 | 36 | 12 | 16 | 64 |
| Total | | 8 | 200 | 76 | 24 | 28 | 128 |

PAPER PGCAS8.1. INDIAN ACCOUNTING STANDARDS I

Course Contents:

Unit I: Introduction: Accounting: Meaning, Evolution, Accounting as an information system, Accounting Principles; Accounting standard: Concept, Evolution, Difficulties in standard setting process; International Accounting Standards Board (IASB), Financial Accounting Standards Board (FASB), Accounting Standards Board (ASB) India: Constitution, Functions, Procedure for setting standards; Need for Uniform Global Financial Reporting, Significant differences between IAS, US GAAPs and Indian GAAPs (AS);

Unit II: International Accounting Standards (IAS): History and developments; International Accounting Standards Committee; Methodology and Process of Developing Accounting Standards - Exposure Draft standards, Final Standards, Process of familiarising and educating; International Financial Reporting Standards (IFRS): Concept, Convergence of Accounting Standards; Ind AS Concept, Applicability, Adoption of Ind AS (Road Map).

Unit III: Discussion on Indian Accounting Standards: (Ind AS-1 to Ind AS-7): Ind AS-1: Presentation of financial statements; Ind AS-2: Inventories; Ind AS-7: Cash flow statements.

Unit IV: Discussion on Indian Accounting Standards: (Ind As 8 & Ind As 10): Ind AS-8: Accounting policies, changes in accounting estimates and errors; Ind AS-10: Events after the Balance Sheet Date.



Unit V: Discussion on Indian Accounting Standards: (Ind AS-11 - Ind AS-16): Ind AS-11: Construction contracts; Ind AS -12: Income taxes; Ind AS-16: Property, Plant and Equipment.

PAPER PGCAS8.2. INDIAN ACCOUNTING STANDARDS II

Course Contents:

Unit I: Discussion on Indian Accounting Standards: (Ind AS-17 - Ind AS-18): Ind AS-17: Leases; Ind AS-18: Revenue.

Unit II: Discussion on Indian Accounting Standards: (Ind AS 19 - Ind AS 20): Ind AS-19: Employee benefits; Ind AS-20: Accounting for Govt. Grants and Disclosure of Govt. Assistance.

Unit III: Discussion on Indian Accounting Standards: (Ind AS 21 - Ind AS 24): Ind AS-21: The effects of changes in foreign exchange rates; Ind AS- 23: Borrowing costs; Ind AS-24: Related party disclosure.

Unit IV: Discussion on Indian Accounting Standards: (Ind AS 27 to Ind AS 29): Ind AS-27: Separate financial statements; Ind AS-28: Investments in associates and Joint ventures; Ind AS-29: Financial Reporting in Hyper Inflationary economies.

Unit V: Discussion on Indian Accounting Standards: (Ind AS 32 to Ind AS 33): Ind AS-32: Financial instruments: Presentation; Ind AS-33: Earnings Per Share.

SEMESTER II

| Paper | Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|--------------|---|----------------|---------------|---------------|----------------|-----------------|-------------|
| 3 | Indian Accounting Standards III | 4 | 100 | 36 | 12 | 16 | 64 |
| 4 | Indian and International Accounting Standards | 4 | 100 | 36 | 12 | 16 | 64 |
| Total | | 8 | 200 | 72 | 24 | 32 | 128 |

PAPER PGCAS8.INDIAN ACCOUNTING STANDARDS III

Course Contents:

Unit I: Discussion on Indian Accounting Standards: (Ind AS 34 to Ind AS 37): Ind AS-34: Interim financial reporting; Ind AS-36: Impairment of assets; Ind AS-37: Provisions, contingent liabilities and contingent assets.

Unit II: Discussion on Indian Accounting Standards: (Ind AS 38 to Ind AS 41): – Ind AS-38: Intangible assets; Ind AS-40: Investment property; Ind AS-41: Agriculture.

Unit III: Discussion on International Accounting Standards (Ind AS 100 to Ind AS 104): Ind AS-101: First time adoption of Indian Accounting Standards; Ind AS-102: Share based payments; Ind AS-103: Business Combinations; Ind AS -104: Insurance contracts.



Unit IV: Discussion on International Accounting Standards (Ind AS 105 to Ind AS 106): Ind AS-105: Non-current assets held for sale and discontinued operations; Ind AS-106: Exploration for and evaluation of mineral resources.

Unit V: Discussion on International Accounting Standards (Ind AS 107 to Ind AS 108): Ind AS-107: Financial instrument: Disclosure; Ind AS-108: Operating segments.

PAPER PGCAS8.4. INDIAN AND INTERNATIONAL ACCOUNTING STANDARDS:

Course Contents:

Unit I: Discussion on Indian Accounting Standards (Ind AS 109 to Ind AS 111): Ind AS-109: Financial instruments; Ind AS - 110: Consolidated Financial Statements. Consolidated financial statements; Ind AS-111: Joint arrangement.

Unit II: Discussion on Indian Accounting Standards (Ind AS 112 to Ind AS 114): Ind AS – 112: Disclosure of interest in other entities; Ind AS-113: Fair Value Measurement; Ind AS-114: Regulatory Deferral Accounts.

Unit III: Discussion on International Financial Reporting Standards (Ind AS 112 to Ind AS 116): Ind AS-115: Revenue from Contracts with customers; Ind AS -116: Leases.

Unit IV: International Financial Reporting Interpretations Committee (IFRIC) (IFRIC 1 to IFRIC 19): IFRIC 1: Changes in Existing Decommissioning, Restoration and Similar Liabilities; IFRIC 2: Members' Shares in Co-operative Entities and Similar Instruments; IFRIC 4: Determining Whether an Arrangement Contains a Lease; IFRIC 5: Rights to Interests Arising from Decommissioning, Restoration and Environmental Rehabilitation Funds; IFRIC 6: Liabilities Arising from Participating in a Specific Market - Waste Electrical and Electronic Equipment; IFRIC 7: Applying the Restatement Approach under IAS 29 Financial Reporting in Hyperinflationary Economies; IFRIC 10: Interim Financial Reporting and Impairment; IFRIC 12: Service Concession Arrangements; IFRIC 13: Customer Loyalty Programmes; IFRIC 14: IAS 19 – The Limit on a Defined Benefit Asset, Minimum Funding; Requirements and their Interaction; IFRIC 15: Agreements for the Construction of Real Estate; IFRIC 16: Hedges of a Net Investment in a Foreign Operation; IFRIC 17: Distributions of Non-cash Assets to Owners; IFRIC 18: Transfers of Assets from Customers; IFRIC 19: Extinguishing Financial Liabilities with Equity Instruments

Unit V: Standards Interpretations Committee of Accounting Standards Board (SIC) (SIC 7 to SIC 32): SIC 7: Introduction of the Euro; SIC 10: Government Assistance – No Specific Relation to Operating Activities; SIC 12: Consolidation – Special Purpose Entities; SIC 13: Jointly Controlled Entities – Non-Monetary Contributions by Venturers; SIC 15: Operating Leases – Incentives; SIC 25: Income Taxes – Changes in the Tax Status of an Enterprise or its Shareholders; SIC 27: Evaluating the Substance of Transactions in the Legal Form of a Lease; SIC 29: Service Concession Arrangements: Disclosures; SIC 31: Revenue – Barter Transactions Involving Advertising Services; SIC 32: Intangible Assets – Web Site Costs.

Case Study on Compliance of Indian Standards: The Department shall select 5 cases of companies for compliance of Indian Accounting Standards. Candidate shall analyse and present the case analysis at the Seminar organised by the Department for this purpose.

Exit Learning outcomes of Qualification:



Upon the completion of this qualification, the student should be able to demonstrate:

- Familiarity with and knowledge of accounting standards and financial reporting practices*
- Understanding of the requirements of Indian Accounting Standards and applying the same in practice.*
- Understanding of the requirements of International Financial Reporting Standards and applying the same in practice.*
- Understanding of the requirements of the Standards Interpretations Committee of Accounting Standards Board and applying the same in practice.*

Suggested Readings:

1. Banka, Anand. *Comprehensive guide to IND AS implementation.*
2. Finch, Clare. *A Student's Guide to International Financial Reporting Standards.* Kaplan Publishing.
3. Garg, Kamal. *IFRS Concepts and Applications.* Bharath Law House Private Limited
4. Ghosh, T, P. *IFRS for Finance Executives.* Taxman Allied Services Private Limited
5. Gosain, Sariha and Gosain, Rajeeh. *Practical Approach to IND AS Implementation, Illustrations, Summary and Comparisons.*
6. *IFRS Explained – A Guide to International Financial Reporting Standards.* BPP Learning Media
7. Kirk, Robert J. *IFRS: A Quick Reference Guide.* Elsevier Ltd.
8. Kumar, Praveen. *Consolidation under IND AS- IFRS Converged Standard*
9. Saini, A. L. *IFRS for India.* Snow White Publications.
10. Sekar G. S. and Sarvana Prashanth, B. *Financial Reporting.* Wolters Kluwer India Pvt Ltd.
11. Tripathy, Shibarama. *Roadmap to IFRS and Indian Accounting Standards*
12. Vijay Kumar, M. P. *First Lesson to International Financial Reporting Standards - Beginners Guide.* Prime Knowledge Services.

Note: Latest edition of text books may be used.

Note: Students shall practice solution of numerical exercises in courses where numerical exercises are involved in ‘Accounting Laboratory’.

9. POST GRADUATE CERTIFICATE IN DERIVATIVE VALUATION AND TRADING

Qualification: A student shall be awarded Post Graduate Certificate in Derivative Valuation and Trading on qualifying at the examination.

Objective of the Qualification:

This qualification aims to:

- *Provide the students integrated knowledge of derivative instruments and critical understanding and application of relevant derivative instruments to hedge a position in underlying markets.*
- *Develop capability of students in undertaking critical analysis of alternative approaches to hedging against risk positions taken in underlying markets and the ability to offer value- driven and logical arguments for judgements.*
- *Develop the capability of students to identify, demarcate, analyse, and effectively address complex issues related to hedging with derivative instruments and apply practice-driven solutions with theory-driven arguments.*
- *Develop flexibility and adaptability of the students to apply specialised knowledge of derivative instruments and professional skills to practical hedging contexts.*
- *Demonstrate practical knowledge of how to hedge price risks of: plastic, selected metals, gold, maize, wheat, sunflower, shares, bonds, interest rate, and foreign exchange with derivate instruments and acquire skills for risk management.*

SEMESTER I

| Paper | Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|--------------|--------------------|----------------|---------------|---------------|----------------|-----------------|-------------|
| 1 | Derivatives | 4 | 100 | 40 | 12 | 12 | 64 |
| 2 | Derivative Trading | 4 | 100 | 40 | 12 | 12 | 64 |
| Total | | 8 | 200 | 80 | 24 | 24 | 128 |

PAPER PGCDVT9.1. DERIVATIVES:

Course Contents:

Unit I: Derivatives: Derivative instruments – Forwards, Futures, Options, Swaps, Arbitrage; Function; Underlying assets – Securities, Commodities, Currencies, Interest rates; Terminology - Long position, Short position, Spot position, Expiration date, Delivery price, Delivery date, Tick size, Trading cycle, Contango, Backwardation; Derivative contracts, Types of derivative contracts; Derivative trading, Derivative markets, Participants in derivative market, Economic function of the derivative market, Understanding interest rates and stock indices; OTC derivatives -Swaps, Swaptions, Forward Rate Agreements (FRAs);

New Derivative Products and Markets: Weather derivatives, Power derivatives, Gas derivatives, Carbon derivatives, Freight derivatives, Property derivatives.



Unit II: Risk in Derivatives: Credit risk, Market risk, Interest rate risk, Operational risk; Volatility, Measures of risk, Mitigation of risk, Strategies for risk management.

Unit III: Futures Contracts and Pricing: Futures contracts, Characteristic features, Specifications, Terms, Pricing of futures, Basis of risk; Expected price of contract, Cost of carry, Hedging with futures – Significance, Types of hedging, Strategies in hedging, Pricing of Futures: Cost of carry model, Collars, etc.

Unit IV: Options Contracts and Pricing: Features, Types of options – stock options, index options; Greeks: Delta, Gamma, Theta, Rho and Vega, Theta, Epsilon; Embedded options in Debt instruments; Warrants - Convertible Bonds; Call &/or Put option in a debt instrument, Caps, Floors; Terminology in options - Long call, Short put, Covered call, Protective put; Barrier options, Compound options, Options on futures; Options framework, Options value, Risk in options; Pricing of options;

Options Pricing Models: Binomial model, Black Scholes Model; Hedging with options, Options based hedging strategies – Bullish strategy and Bearish strategy – Strap, Straddle, Strangle; Application of option pricing theory in investment decisions;

Unit V: Interest Rate Derivatives: Objectives, Types; Swaps – significance, Types of swaps, Pricing of swaps, Risk in swaps, Valuation models.

Management of Interest Rate Exposure: Nature and measurement – Forward Rate Agreement (FRAs), interest rate options, caps, floors and collars, financial swaps – Interest rate swaps in the Indian market, credit derivatives.

PAPER PGCDVT9.2. DERIVATIVES TRADING

Course Contents:

Unit I: Swap Contracts: Financial swaps, Swap market, Features of swap, Types of swap – Currency swap, Cross currency swaps, Coupon swap or Interest rate swap, Swap contracts, Features of swap contracts.

Unit II: Derivative Trading: Development of Derivatives Trading in India; Derivative markets; Regulatory Framework; System of Clearing and Settlement of trades, Pricing of swaps, Valuation models, Risk in swaps, Swap Trading.

Unit III: Futures Trading: Futures trading and Spot trading, Short position and Long position, Leveraged trading; Futures trading in stocks, Futures trading in stock Index, Features of futures trading, Margin requirement, Mark to Market valuation and margin, Procedure, Settlement system; Trading in currency futures, Interest rate futures and Commodity futures.

Unit IV: Options Trading: Framework of options, Pre-requisites for options trading, Options trading in India, Buying and selling calls, Buying and selling puts, Settlement system, Options clearing Corporation.

Unit V: Commodity Derivatives Trading: Commodity trading markets – National Commodity Derivative Exchange (NCDEX); Rationale for Commodity derivatives, Underlying assets, Intermediaries, Commodity futures, Commodity options; Regulatory framework and Regulations, FMC Guidelines, Trading and settlement system, Problems in trading and settlement.

SEMESTER II

| Paper | Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|--------------|------------------------------|----------------|---------------|---------------|----------------|-----------------|-------------|
| 1 | Global Derivative Market | 4 | 100 | 40 | 12 | 12 | 64 |
| 2 | Currency Derivatives Trading | 4 | 100 | 40 | 12 | 12 | 64 |
| Total | | 8 | 200 | 80 | 24 | 24 | 128 |

PAPER PGCDVT9.3. GLOBAL DERIVATIVE MARKET

Course Contents:

Unit I: Globalisation and Financial Sector: Increase in Risk, Factors for Increased Risk:

Diversity in Cultures, Social Systems, Economic Systems, Political Systems, Business Practices, Legal System, Taxation System, competition, demand supply mismatch, product life cycle, quality considerations, market efficiency, Gaps in information flow, Government Policy Changes, Government decisions and actions, Imports & Exports Policy Foreign Exchange Availability, Taxation Discrimination between the domicile and the foreigner suspicion of foreigners; Increase in Foreign exchange risk due to -volatility in exchange rates, Inflation Rate Differences, Interest Rate Differences, Reserves Position Changes, Demand Supply Changes, Regulatory Changes; Resulted in increased - Transaction costs in stock market trades, Cost of transactions and settlements in international trade, Cost of transaction and settlements in domestic trade, Costs of variety of banking transactions, Cost of funds transfers, Crisis in International Financial System.

Unit II: Foreign Exchange Market: Structure and characteristics, Foreign Exchange Exposure and Risk Management: Exchange rate determination, Exchange rate forecasting; Exchange rate quotation at the foreign exchange market, settlement of transaction, arbitrage – interest arbitrage, arbitrage with and without transaction costs, bid-ask spreads, forward contract and future contract, swaps, swap position, option forwards, interest rate parity theory.

Unit III: Management of Foreign Exchange Risk: Types of exposure, tools and techniques of foreign exchange risk management, management of translation exposure, translation methods, managing transaction exposure – forward market hedge, money market hedge, option market hedge, internal hedging strategies, management of economic exposure.

Unit IV: Global Derivatives Markets: Classification of Derivatives; Global Derivatives Market; Factors Contributing to the Growth of FDS, Environmental Factors, Internal Factors: Derivatives Market – Evolution, Role of Derivatives Markets; Financial Derivatives, Challenges -

Unit V Currency Derivatives: Hedging and speculation, currency option, mechanism of future and option trading, option pricing models, future options, relationship between options and futures, currency option - speculating and hedging.

PAPER PGCDVT9.4. CURRENCY DERIVATIVE TRADING

Course Contents:

Unit I: Hedging Currency Risk: Basis, Hedging, Optimal Hedge Ratio, Speculation and Arbitrage. Options Contracts: Features and Price Quotes, Risk Management. Swap contracts: Features, Market Quotations, Borrowing advantages, Counter-Party Risk, Swaps as a series of Forward Contracts, Hedging; Pricing of Futures – Cost of carry model

Unit II: Currency Derivatives: International financial institutions; Foreign currency markets, Rate changes – short run exchange rate behaviour and Long run exchange rate behaviour; Foreign exchange derivatives – Forward, futures, options and swaps; Foreign exchange exposure – Transaction exposure, Translation exposure and Economic exposure; Currency Forwards and futures contract -Features and Price quotes; Currency options contract – Features and quotes; Currency swap contract – Features and quotes.

Unit III: Currency Derivative Trading: Authorised dealers, Currency deal and Cover deal; Swap deal, Arbitrage deal; Payment arrangement - Nostro account, Vostro account and Loro account; Derivative Trading through Forwards and Futures, Options and Swaps; Settlement system; Foreign Exchange Dealers and Money Changers.

Unit IV: Foreign Currency Transactions: Spot transaction, Forward transaction, Foreign currency quotations – Direct quote, Indirect quote, Bid and Ask Rate, Spread, Relative Bid and Ask Rates, Cross currency Rates, Buying and Selling Rates, Bill and TT Rates, Forward premium – Factors determining forward premium; Basis of currency exchange rates – Mint Par of Exchange, PPP Theory, Balance of Payment Equilibrium, Demand and Supply of currency.

Unit V: Accounting for Derivatives: Accounting treatment in the books of client – Accounting on trading, Accounting for Margins, Accounting for open interest on Balance Sheet date, Accounting on final settlement or square up; Disclosures by companies - SEBI Guidelines; Treatment of profit or loss on derivative trading under tax laws – Income Tax Act 1961 Section 43 (5), Accounting Standard (Ind As 30).

Exit Learning outcomes of Qualification:

Upon the completion of this qualification, the student should be able to demonstrate:

- Integrated knowledge of and engagement in derivative instruments and critical understanding and advanced application of relevant derivative instruments to hedge a position in underlying markets.*
- Critical analysis of alternative approaches to hedging against risks of positions taken in various underlying markets and the ability to offer value-driven and logical arguments for judgement.*
- Ability to identify, demarcate, analyse, and effectively address complex issues related to hedging with derivative instruments and apply practice-driven solutions with theory-driven arguments.*
- Flexibility and adaptability to apply their specialised knowledge of derivative instruments and professional skills to practical hedging contexts.*
- Demonstrate practical knowledge of hedging price risks of plastic, selected metals, gold, maize, wheat, sunflower, shares, bonds, interest rate, and foreign exchange with derivate instruments.*

**Suggested Readings:**

1. Bodie, et al. *Investments*. McGraw Hill.
2. Chandra, P. *Investment Analysis and Portfolio Management*. Tata McGraw Hill.
3. Elton, E. and Gruber. *Modern Portfolio Theory and Investment Analysis*. John Wiley and Sons.
4. Fischer, Donald E. and Ronald, J. Jordan. *Security Analysis and Portfolio Management*. PHI Learning.
5. Hull, J. C. and Basu. *Options, Futures and Other Derivatives*. Pearson Education.
6. Mayo, Herbert B. *Investments*. Thomson South Western.
7. Reilly, Frank K. and Brown, Keith C. *Investment Analysis and Portfolio Management*. Cengage Learning.
8. Sharpe, William F. and Alexander, Gordon J. *Investments*. PHI Learning.
9. Tripathi, V. *Security Analysis and Portfolio Management*. Taxman Publication.

Note: Latest edition of text books may be used.

Note: Students shall practice solution of numerical exercises in courses where numerical exercises are involved in ‘_Accounting Laboratory’.

10. POST GRADUATE CERTIFICATE IN BUSINESS FINANCE

Qualification: A student shall be awarded Post Graduate Certificate in Business Finance on qualifying at the examination.

Objectives of the qualification:

This qualification aims to:

- Provide knowledge and understanding of financial environment, financial markets, financial instruments, financial intermediaries and financial services that energize the markets.
- Give understanding of sources of long-term and short-term funds for corporate and non-corporate entities in financial markets.
- Provide knowledge of theory and practice of cost of capital and its implications in financing decisions.
- Provide comprehensive knowledge of various sources of working capital in business and management of working capital ensuring liquidity, profitability and solvency.
- Provide in-depth knowledge of the methodology and process of appraisal of investments and decision making on the same.
- Provide understanding of the implications and methods of management of earnings in business, dividend decision and reinvestment decisions.
- Provide in-depth critical knowledge of business finance practices in business through case studies.

SEMESTER I

| Paper | Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|--------------|--|----------------|---------------|---------------|----------------|-----------------|-------------|
| 1 | Financial Environment | 4 | 100 | 40 | 12 | 12 | 64 |
| 2 | Cost of Capital and Investment Decisions | 4 | 100 | 40 | 12 | 12 | 64 |
| Total | | 8 | 200 | 80 | 24 | 24 | 128 |

PAPER PGCBF10.1. FINANCIAL ENVIRONMENT:

Course Contents:

Unit I: Financial Environment: Financial system, Financial markets, Capital market, Money market, Financial market participants, Financial markets’ regulators; Developments in financial environment - Liberalisation, Integration, Innovation; Problems and challenges in financial environment in India; Strategies for strengthening the financial environment.

Unit II: Financial Institutions and Instruments: Financial intermediaries and financial services, Framework of development financial institutions in India; Framework of International financial institutions; Financial instruments - Equity instruments, Debt instruments, Capital market instruments, Money market instruments, International market instruments.

Unit III: Sources of Long-term Funds: Equity funds - Ordinary share capital, Preference share capital; Debt Funds - Debentures, Corporate bonds, Long term Loans; International Finance: Foreign Equity funds, Foreign debt funds.

Unit IV: Sources of Short-term Funds: Retained profits, Commercial banks, Suppliers, Service providers, Factors and Forfeiteders,

Unit V: Innovations in Business Finance: Venture Funds, Lease and hire purchase financing, Securitization of assets,

PAPER PGCBF10.2. COST OF CAPITAL AND INVESTMENT DECISIONS

Course Contents:

Unit I: Cost of Capital: Meaning, Need of determination of cost of capital; Determination of Capital: Cost of debt funds, Cost of ordinary share capital, Cost of Preference share capital, Cost of retained earnings, Cost of depreciation on assets; Composite Cost of Capital: Determination of composite cost of capital; Marginal Cost of Capital: Determination of marginal cost of capital,

Unit II: Cost of Credit and Investment Decisions: Cost of Capital and Implications for Sourcing funds and Investment of funds; Implication of cost of capital for financing and investment decisions; Measures for minimising the average total cost.

Unit III: Investment Appraisal: Meaning, Need for appraisal; Investment Appraisal Methods - Payback period method, Accounting rate of returns, Net present value method, Internal rate of returns, Profitability index, Discounted payback period method.

Unit IV: Appraisal of Risk in Investment: Risk in investment, nature and sources; Approaches to appraisal of risk in investment - Probability approach, Risk adjusted rate of returns, Certainty equivalent coefficient method.

Unit V: Critical Issues in Investment Appraisal: Capital rationing, Inflation; Limitations of Investment Appraisal Methods; Limitations of risk appraisal; Risk in investment decisions. Mitigation and Management of risk.

SEMESTER II

| Paper | Subjects | No. of Credits | Maximum Marks | Lecture Hours | Tutorial Hours | Practical Hours | Total Hours |
|--------------|--|----------------|---------------|---------------|----------------|-----------------|-------------|
| 1 | Management of Working Capital | 4 | 100 | 40 | 12 | 12 | 64 |
| 2 | Management of Earnings and Off - Balance Sheet Finance | 4 | 100 | 40 | 12 | 12 | 64 |
| Total | | 8 | 200 | 80 | 24 | 24 | 128 |

PAPER PGCBF10.3. MANAGEMENT OF WORKING CAPITAL

Course Contents:

Unit I: Working capital: Meaning, need of working capital, working capital financing, Working capital financing policy, working capital leverage; Forecasting the working capital requirement: Accounting techniques for estimating the working capital, quantitative techniques for forecasting; Tracking and reporting the working capital requirement.

Unit II: Management of Cash: Motives for holding cash, Cash planning, Cash management – Controlling the level of cash, Controlling the inflow of cash, controlling the outflow of cash, Minimising the cash float, Profitable investment of surplus cash; Cash management models - William J Baumol's model, Miller Orr's Stochastic model, Barnek's probability model, Cash management in MNCs.

Unit III: Management of Inventory: Inventory, Objectives of holding inventory, Costs associated with inventory, Selective inventory control, Inventory models – deterministic models, Probabilistic models, Inventory planning and management.

Unit IV: Accounts Receivable Management: Accounts receivable, Management of accounts receivable – Formulation of credit policy, evaluation of credit policy, Implementation of credit policy, Administration and control of accounts receivable; Accounts receivable as a security; Factoring and forfeiting.



Unit V: Accounts Payable Management: Accounts payable, Management of Accounts Payable – Analysis of terms of credit, Evaluation of costs and benefits of cash discount, Strategy for stretching the accounts payable, Ethical issues in accounts payable management, Prompt payment code.

PAPER PGCBF10.4: MANAGEMENT OF EARNINGS AND OFF-BALANCE SHEET FINANCE

Course Contents:

Unit I: Disposal of Profit and Surplus Funds: Methods, Implications of disposal and non-disposal of funds; Dividend: Forms of dividend – Cash dividend and scrip dividend. Implications of dividend payment and profit retention; Dividend policy: Dividend policies – Merits and limitations; Stable dividend policy and its implications; Procedure of payment of dividend: Provisions and requirements of the Companies Act 2013 and the Regulations.

Unit II: Dividend Theories: Walter's Model, Gordon's Model, Residual theory of dividend, Modigliani and Miller approach, Bird in hand and dividend irrelevance theory.

Unit III: Leasing of Assets: Lease or buy decisions; Types of Leases: Financial lease and Capital lease; Dry and wet lease, Cross border lease; Requirements and implications of different types of leases; Lease Agreement: Requirements, Parties, Essential Terms and Conditions to be specified. Lease rental; Methods of payment; Evaluation of Lease Agreement: Practical aspects; Assets Replacement Decisions and Leasing - Lease or buy; When to replace; Implications and process of decision making

Unit IV: Accounting for Leases: Accounting in the books of lessee and lessor; Leasing and lease financing in India: History and developments, RBI Guidelines for bank financing; Regulation of leasing and lease financing in India

Unit V: Innovation in Business Finance: Securitisation – Characteristic features, Benefits, Parties, Types, Structure, Process, Regulatory framework; Venture Capital Finance - Venture capital (VC) – Nature and scope, Role of venture capitalists and private equity firms, Types of venture capital funds, Investment appraisal matrix, Deal structuring, venture capital vs. debt financing, Regulatory environment, Evaluation criteria, limitations.

Exit Learning outcomes of Qualification:

Upon the completion of this qualification, the student should be able to demonstrate:

- Knowledge and understanding of financial environment, financial markets, financial instruments, financial intermediaries and financial services that energize the markets*
- Understanding of sources of long-term and short-term funds for corporate and non- corporate entities in financial markets.*
- Knowledge of theory and practice of cost of capital and its implications in financing decisions.*
- Comprehensive knowledge of various sources of working capital in business and management of working capital ensuring liquidity, profitability and solvency.*
- In-depth knowledge of the methodology and process of appraisal of investments and decision making on the same.*
- Understanding of the implications and methods of management of earnings in business, dividend decision and reinvestment decisions.*
- In-depth critical knowledge of business finance practices in business through case studies.*

Suggested Readings:

1. Bhole, L.M. *Financial Markets and Institutions*. Tata McGraw Hill Publishing Company.



2. Brealey, Richard A Stewart C. Myers and Mohanthy. *Principles of Corporate Finance*. Tata Mc Graw Hill
3. Gordon, E. and Natarajan, K. *Financial Markets and Services*. Himalaya Publishing House
4. Gupta Shashi K. and Sharma, R. K. *Financial Management – Theory and Practice*. Kalyani Publishers
5. Khan, M. Y. *Indian Financial System*. Tata McGraw Hill
6. Khan M. Y. and Jain, P. K. *Financial Management – Text, Problems and Cases*. Mc Graw Hill Publication
7. Krishnamurthy and Viswanathan. *Advanced Corporate Finance*. PHI Learning
8. Kumar, V., Gupta, K., Kaur, M. *Financial Markets, Institutions and Financial Services*. Taxman's Publications.
9. Pandey, I. M. *Financial Management*. Vikas Publications Pvt Ltd.
10. Sharma, G.L., & Singh, Y.P. *Contemporary Issues in Finance and Taxation*. Academic Foundation, Delhi.
11. Van Horne James C. and John M. Wachowicz, Jr. *Fundamentals of Financial Management*. Prentice Hall of India

Note: Latest edition of text books may be used.

Note: Students shall practice solution of numerical exercises in courses where numerical exercises are involved in 'Accounting Laboratory'.



PEDAGOGY FOR TEACHING-LEARNING

Teaching in all disciplines is a challenging, engaging and enjoyable activity. In the process of teaching the learners are encouraged to adopt a highly focused approach to education including the key areas of courses, the course fundamentals and their application in real life and the expected benefit to the society. In order to achieve the objective of holistic development of their students, the teachers adopt appropriate pedagogy as per the need of the course. The knowledge delivery methods aim at dissemination of up-to-date knowledge, development of students' capability to use that knowledge, and enhance their abilities to test the knowledge imparted.

The courses of study in Accounting aim at facilitating the development of required and expected technical knowledge of the domain, essential skills and expected values among the students towards the development of their capabilities to manage the Accounting function in enterprises. The teaching methods, guided by such a framework, need therefore, include class room lectures supported by appropriate teaching technology, use of case studies, role play, demonstration, simulation, problem based exercises, individual and group assignments, and tutorials besides the use of prescribed text-books, e-learning resources and other self-study material, laboratory activity designed to promote the development of subject-specific skills, individual and group project work, field-visits and internship for work experience, research capability, etc.

Pedagogy for Teaching:

Pedagogy refers to teaching strategies teachers employ to tap into the learners' fascinations and interests, taking into consideration their needs, backgrounds, strengths and limitations on the one hand and the requirements of discipline on the other hand. For teaching courses in Accounting at various levels, though the traditional pedagogy cannot be entirely ruled out, but needs to be supplemented by technology based interactive pedagogy for expected outcomes. Though each course entails a specific teaching method to be adopted for the achievement of learning outcomes for the given course, the methods that can be used in teaching the Bachelor of Accounting, Master of Accounting and Diploma in Accounting and Certificate in Accounting courses may include one or more of the following pedagogies:

A. Class room Lectures: Class room provides a forum for direct transfer of knowledge and one-to-one interaction with the students. However, the class room lectures should be designed to provide the students with interesting and fresh perspective on the subject matter. The lectures should be interactive in the way that the students get new insights in the subject matter on which they can build their own bridges to higher learning.

B. Use of ICT in Teaching: Information and Communication Technology (ICT) empowers a teacher to cover a wider range of the subject matter, illustrating with examples, case studies, simulations, demonstrations, etc. However, the potential of the ICT in use is bound less and should be explored and exploited.

C. Demonstration: A demonstration may be used to present a solution to the problem in live situation and show applications and results.

D. Case Studies: Case studies based on real-life experiences may be used to illustrate what has been achieved and thereby encourage students to find creative solutions to complex problems of individuals, community, enterprises, and society using the domain knowledge and skills.

F. Role Play: Various roles, as in real-life, may be assumed to make strategic decisions and to analyse the impact of these decisions under complex and challenging situations.



D. Simulation: Simulation provides students with an opportunity to understand real life situation and scenario, and find solution of challenging situations in a controlled environment. Cultural experiences in one environment may be transposed to new local, regional, national and international locations through simulation.

E. Problem based Exercises: Problem based conceptual and numerical exercises are an essential feature of Accounting courses. Some illustrative exercises are given in solved form in text books and the students are expected to apply the understanding developed from these exercises for the solution of exercises based on alternative situations to augment their learning.

F. Tutorials: A tutorial is an interactive technique for transferring specific knowledge and provide need-based solutions to the students. The tutorials can be organised for individuals or for groups with similar or common problems.

G. Quiz: A quiz is a form of mind-sport in which the students are required to answer questions correctly on a subject matter. Quizzes may be used for quick assessment of growth in learning.

H. Individual and group assignments: An assignment is a task or piece of work given to a student as a part of study of the subject matter. The assessment may be done using conceptual and numerical exercises solved by the students.

Pedagogy for learning by doing:

Practice is the best method of learning. The students are expected to become active partners in the teaching-learning process for better results. Some of the techniques that may be useful in Accounting courses for the students to augment their learning are as under:

A. Activity-based learning: The activity-based learning is a pedagogical approach based on hands-on experience, experimentation or learning through activity.

B. Accounting Laboratory based Practical work: For skill-based activities in Accounting courses, practical work in Accounting Laboratory/Language Laboratory is necessary. With digitalisation of many activities in business including accounting, this is now a necessary requirement.

ICT Integration: The 4th Industrial Revolution components such as Artificial Intelligence, Block Chain technology, Digital platforms, Internet of Things, Spreadsheet, Data analytics etc., for which the students have to acquire specific skills, ICT Integration with teaching is a must.

C. Peer group Presentations: Students may be encouraged to make presentations of project reports and solutions developed by them and share the results in peer groups. This is necessary to develop the communication skill and confidence level among them.

D. Seminar Presentations; A seminar is an academic forum at institution level or at a commercial or professional organization that brings together small groups of people for focusing on a specific issue, problem or subject matter, in which everyone present has interest. This is a mechanism of group learning.

E. Projects; A project is a series of tasks that need to be completed to reach a specific outcome. The purpose of a project is to achieve strategic goals systematically and in a controlled manner. Study based projects work may be assigned to individual students or groups of students and the outcomes of the study may be shared with the whole class by organising a presentation and discussion.



F. Group assignments: Positive collaboration in the form of group assignments is critical in business set up so as to achieve the desired outcomes, such as knowledge acquisition and knowledge management skills, team building, sharing, leadership skill, etc.

G. Group Discussions: Discussions are critical components of learning, and provide a platform for students to be creative, critical and logical with their ideas. Besides developing critiquing skills and arriving at consensus on issues, group discussions lead to innovative solutions of problems.

H. Debates: A debate involves formal discussion on a particular topic. In a debate, opposing arguments are put forward by supporters of opposing viewpoints. Debate on contemporary issues including Government policies sometimes produces innovative solutions to complex social issues.

I. Field visits: Field visits are organised for students to make them learn through observation and discussion with the experts. Field visits provide opportunity to students to test their class room learning in real life situation and understand the functional diversity in learning spaces.

J. Interaction sessions with Experts: Interaction sessions may be organised with professionals, entrepreneurs, managers, tax consultants, government authorities and experts in technology used in Accounting and Finance functions. This provides direct sharing of knowledge and experiences with the experts in the domain.

K. Internships: The internship is an arrangement between an educational or a vocational institution with some industrial, commercial, service sector enterprise or a professional to provide work experience and expose the student to a particular job, profession or skill. Usually, the internship lasts for a specific period and can either be paid or unpaid.

L. Research: Research involves careful investigation into a specific problem or an issue using scientific methods. Research methods include experiments, surveys, questionnaires, interviews, case studies, participant and non-participant observations etc. Research is necessary for advancing the frontiers of knowledge in every discipline. Provided as a compulsory course in Bachelor of Accounting and Master of Accounting, students learn scientific method including complex quantitative analysis for developing research findings under guidance of a supervisor.



ASSESSMENT METHODOLOGY

The objective of assessment is to ensure that the learners improve during the teaching-learning process. A variety of assessment methods appropriate to the discipline are used to assess the progress of students towards the course exit learning outcomes. In this process, formative assessment (in which students receive input and feedback) is used to measure the progress towards achievement of learning outcomes using problem-based assignments; practical assignments, testing skill at work in Accounting Laboratory, individual project reports based on case-study, team project reports, oral presentations, seminar presentation, viva voce, interviews, quizzes, multiple choice questions during periodic tests, peer reviews, etc. Summative assessment (at the end of semester or term) is based on case study analysis, internship reports, project reports, term- tests, semester end tests, etc., to measure the overall performance of the students and award grades.

Continuous Assessment: In the view of the Committee, the scheme of continuous formative assessment in all courses of 30% marks and annual/semester end summative assessment of 70% marks should be adopted. The breakup of the Continuous Assessment carrying 30% marks may be, Record - 10 marks, Tests – 10 Marks, Presentation/Group Discussion/Seminar – 5 marks and Attendance – 5 Marks.