

MODEL CURRICULUM
IN
JOB ORIENTED COURSE IN FINANCIAL ACCOUNTING AND TAXATION
EXPOSURE DRAFT

Indian Accounting Association

(www.iaa.org)

JOB ORIENTED COURSE – ACCOUNTING & TAXATION

Semester	Paper No	Title
I	JoCAT1.01	English Language and Business Communication
	JoCAT 1.02	Computerised Financial Accounting
	JoCAT 1.03	Goods and Service Tax Law, Accounting & Documentation
	JoCAT 1.04	Cost Accounting
II	JoCAT 2.01	Computerised Financial Accounting
	JoCAT 2.02	Company Accounts
	JoCAT 2.03	Financial System and Financial Institutions
	JoCAT 2.04	Computerised Goods and Services Tax Accounting and Documentation
III	JoCAT 3.01	Income Tax Law and Accounting
	JoCAT 3.02	Management Accounting
	JoCAT 3.03	Statistical Data Analysis Techniques
	JoCAT 3.04	Computerised Income Tax Accounting & Documentation
IV	JoCAT 4.01	Computerised Statistical Data Analysis
	JoCAT 4.02	Audit and Assurance Services
	JoCAT 4.03	Advanced Cost and Management Accounting
	JoCAT 4.04	Security Analysis and Portfolio Management

JOB ORIENTED CERTIFICATE COURSES

1. CERTIFICATE IN GOODS & SERVICES TAX

Semester	Paper No	Title
I	CGST 1.01	Goods and Services Tax Law and Practice
	CGST 1.02	Computerised Goods and Services Tax Accounting and Documentation

2. CERTIFICATE IN INCOME TAX

Semester	Paper No	Title
I	CIT 1.01	Income Tax Law and Practice
	CIT 1.02	Computerised Income Tax Accounting and Documentation

3. CERTIFICATE IN COMPUTERISED ACCOUNTING

Semester	Paper No	Title
I	CCA 1.01	Computerised Financial Accounting I
	CCA 1.02	Computerised Financial Accounting. II

4. CERTIFICATE IN BUSINESS DATA ANALYSIS

Semester	Paper No	Title
I	CBDA 1.01	Statistical Data Analysis Techniques
	CBDA 1.02	Computerised Statistical Data Analysis

POST GRADUATE CERTIFICATE COURSES

1. POST GRADUATE CERTIFICATE IN GOODS AND SERVICES TAX

Semester	Course No.	Title
I	PGCGST1.01	Goods and Service Tax I
	PGCGST1.02	Goods and Service Tax II
II	PGCGST1.03	Goods and Service Tax III
	PGCGST1.04	Goods and Service Tax IV

2. POST GRADUATE CERTIFICATE IN INCOME TAX

Semester	Course No.	Title
I	PGCIT2.01	Income Tax I
	PGCIT2.02	Income Tax II
II	PGCIT2.03	Income Tax III
	PGCIT2.04	Income Tax IV

3. POST GRADUATE CERTIFICATE IN GOVERNMENT ACCOUNTING AND AUDIT

Semester	Course No.	Title
I	PGCGAA3.01	Government Accounting I
	PGCGAA3.02	Government Accounting II
II	PGCGAA3.03	Government Audit I
	PGCGAA3.0	Government Audit II

4. POST GRADUATE CERTIFICATE IN FINANCIAL PLANNING AND WEALTH MANAGEMENT

Semester	Course No.	Title
I	PGCFPWM4.01	Financial Planning
	PGCFPWM4.02	Security Analysis
II	PGCFPWM4.03	Portfolio Analysis
	PGCFPWM4.04	Portfolio Management

5. POST GRADUATE CERTIFICATE IN ENTERPRISE RISK MANAGEMENT

Semester	Course No.	Title
I	PGCERM5.01	Enterprise Risk
	PGCERM5.02	Enterprise Risk Management
II	PGCERM5.03	Risk in Banking Sector
	PGCERM5.04	Risk in Insurance Sector

6. POST GRADUATE CERTIFICATE IN INTERNAL AUDIT

Semester	Course No.	Title
I	PGCIA6.01	Essentials of Audit
	PGCIA6.02	Internal Control
II	PGCIA6.03	Internal Audit I
	PGCIA6.04	Internal Audit II

7. POST GRADUATE CERTIFICATE IN FORENSIC ACCOUNTING AND FRAUD DETECTION

Semester	Course No.	Title
I	PGCFAFD7.01	Financial Frauds
	PGCFAFD7.02	Financial Fraud Investigation, & Accounting
II	PGCFAFD7.03	Cyber Crimes
	PGCFAFD7.04	Cyber Crime Investigation and Forensic

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

Semester	Course No.	Title
I	PGC8.01	Ind AS I
	PGC8.02	Ind AS II
II	PGC8.03	Ind AS III
	PGC8.04	Ind AS IV

9. POST GRADUATE CERTIFICATE IN DERIVATIVE VALUATION AND TRADING

Semester	Course No.	Title
I	PGCDVT9.01	Derivatives
	PGCDVT9.02	Derivative Trading
II	PGCDVT9.03	Global Derivative Market
	PGCDVT9.04	Currency Derivatives Trading

10. POST GRADUATE CERTIFICATE IN BUSINESS FINANCE

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

JOB ORIENTED COURSE 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	Total Credits
Semester I	4	4	4	4	16
Semester II	4	4	4	4	16
Total Credits					36
Semester III	4	4	4	4	16
Semester IV	4	4	4	4	16
Total credits					32

SEMESTER I

Subjects	No. of Credits	Maximum Marks	Lectures Hours	Tutorials 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	48	12	12	64
4. Cost Accounting	4	100	32	16	16	64
Total	16	400				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 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 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 Mark s	Lectures Hours	Tutorials 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	20	500	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. CORPORATE ACCOUNTING

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	Lectures Hours	Tutorials 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				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. Singhania, Vinod K and Singhania, 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.

Measure 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 Manual, 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. 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.

SEMESTER IV

Subjects	No. of Credits	Maximum Marks	Lectures Hours	Tutorials 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
Total	20	500	128	64	64	256

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 System 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. *ICAI Study Materials on Advanced auditing and professional ethics*
4. Manjunatha J.M. and others. *Auditing and Assurance*. Himalaya Publishing House.
5. Pagare, Dinakar. *Practice of Auditing*. Sultan Chand
6. Ramaswamy, M. S. *Principles and Practice of Auditing*.
7. Saxena, R.G. *Principles of Auditing*. Himalaya Publishing House.
8. Saxena, R.G. *Principles and Practice of Auditing*. Himalaya Publishing House.
9. Sharma, T.R. *Auditing Principles and Problems*. Sahitya Bhawan, Agra.
10. Sharma, T. R. *Auditing*. Sahitya Bhavan
11. *Study materials of Advanced Auditing and Assurance*. Kaplan publications
12. Tandon, B.N. *Principles of Auditing*. S. Chand and Company, New Delhi.
13. 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.

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, 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.*

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	Lectures Hours	Tutorials 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

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 Tax*, Telugu Academy, Hyderabad.

10. Saha, R.G. Shah, Divyesh and Devi, Usha. *Goods and Service Tax*. HPH

11. Singhanian V. K. *GST & Customs Lax*. 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 ERVICES 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	Lectures Hours	Tutorials 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

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 Appellate 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	Lectures Hours	Tutorials Hours	Practical Hours	Total Hours
1. Computerised Accounting	4	100	36	12	16	64
2. Computerised Accounting Operations	4	100	12	12	40	64

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	Lectures Hours	Tutorials 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

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.

Measure 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.

PAPER CBDA1.02. 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: Testing of Significance of Results: Parametric and non-parametric tests; Testing the significance of results using Parametric tests – the Z test for large samples and the t test for small samples; Testing the results using Non-parametric tests; Testing the hypothesis and Interpretation of results.

Unit II: Skill Development using Microsoft Excel: Use of Microsoft Excel and Software Packages for Data Analysis; Spreadsheet concepts; Managing worksheets; Formatting, conditional formatting, Entering data, Editing, and 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.

Working with Data: Sort and filter, Consolidate Tables, Pivot tables; What-if-analysis: Goal seek, Data tables and Scenario manager; Data analysis ToolPak:

Unit III: Skill Development - 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 - 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 and 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, 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.

Course	Courses Credits				Total Credits
	Semester I	Semester I	Semester II	Semester II	
	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	Lectures Hours	Tutorials Hours	Practical Hours	Total Hours
	Goods & Services Tax I	4	100	48	12	12	64
	Goods & Services Tax II	4	100	48	12	12	64
		8	200				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	Lectures Hours	Tutorials Hours	Practical Hours	Total Hours
3	Goods & Services Tax III	4	100	48	12	12	64
4	Goods & Services Tax IV	4	100	24	12	28	64
Total		8	200				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-profiteering; 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	Lectures Hours	Tutorials 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				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	Lectures Hours	Tutorials 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				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. Singhania, Vinod, K and Singhania, Kapil. *Direct Tax Planning and Management*. Taxman.
6. Singhania, 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	Lectures Hours	Tutorials 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				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	Lectures Hours	Tutorials 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				128

PAPER PGCGAA3.3. 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 extents 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 sanctioned 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	Lectures Hours	Tutorials 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				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	Lectures Hours	Tutorials 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				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 Sample*. 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	Lectures Hours	Tutorials Hours	Practical Hours	Total Hours
1	Enterprise Risk	4	100	40	12	12	64
2	Foreign Exchange Risk	4	100	36	12	18	64
Total		8	200				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	Lectures Hours	Tutorials 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							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 Management*. 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	Lectures Hours	Tutorials 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				128

PAPER PG CIA 6.1. 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; SA 315: Identifying and Assessing the Risk of Material Misstatement through Understanding the Entity and Its Environment; SA 320: Materiality in Planning and Performing an Audit; SA 402: Audit Consideration Relating to an Entity Using a Service Organisation; SA 500: 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 CIA 6.2: 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.

Unit IV; Risk Assessment and Internal Control II: 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	Lectures Hours	Tutorials 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				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 PG CIA 6.4. 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	Lectures Hours	Tutorials 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				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	Lectures Hours	Tutorials Hours	Practical Hours	Total Hours
3	Forensic Accounting, Investigation and Forensic Audit	4	100	36	12	18	64
4	Cyber Crimes and Cyber Forensic	4	100	36	12	18	64
Total		8	200				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	Lectures Hours	Tutorials 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				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	Lectures Hours	Tutorials Hours	Practical Hours	Total Hours
3	Indian Accounting Standards III	4	100	36	12	18	64
4	Indian and International Accounting Standards	4	100	36	12	18	64
Total		8	200				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	Lectures Hours	Tutorials 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				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	Lectures Hours	Tutorials Hours	Practical Hours	Total Hours
1	Global Derivative Market	4	100	40	12	12	64
2	Currency Derivatives Trading	4	100	30	12	12	64
Total		8	200				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	Lectures Hours	Tutorials 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				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	Lectures Hours	Tutorials 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				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'.