

IAA MODEL CURRICULUM IN ACCOUNTING 2023

(Including Bachelor of Accounting Research Course as per the UGC Curriculum and Credit Framework for Undergraduate Courses 7th December 2022)



Indian Accounting Association

(www.indianaccounting.org)

Report of IAA Model Curriculum Committee

The Indian Accounting Association Executive Committee at its meeting held on 28th December 2019 at Jodhpur vide Resolution No 11.2 to prepare a 'Framework for developing Accounting as a distinct and unique discipline and specialized body of knowledge' had constituted a Committee on March 2, 2020. As a follow up of the deliberations at the Committee, a committee was set up by the Indian Accounting Association on 20th July 2020 to develop a Model Curriculum in Accounting.

In the meantime, the National Education Policy 2020 (NEP 2020) that outlined the vision of India's new education system was approved by Government of India on 29th July, 2020 and other notifications and guidelines were also issued by the Ministry of Education, Government of India and the University Grants Commission to implement the same.

Considering the requirements of NEP 2020, Notifications issued by the Ministry of Education, Government of India and the UGC, and the requirements of the stakeholders the Committee finalised an 'Exposure draft of the IAA Model Curriculum in Accounting' on 22nd January 2021 and placed the same on the website of the Indian Accounting Association (<https://www.indianaccounting.org>) and also widely circulated the same among Past Presidents of IAA, Members of IAA Executive Committee, Members of IAA and other stakeholders. The observations and suggestions received from all these sources were considered by the Committee at its meetings and the 'Model Curriculum in Accounting' leading to various qualifications was placed on the website of the Indian Accounting Association on 20th May 2021.

Following the above, there were many developments that required reconsideration on the Model Curriculum in Accounting. The important ones among these were 'Report of the Parliamentary Standing Committee on Finance 2020-22' that among other things had recommended setting up 'Indian Institute of Accounting (IIA)' on the pattern of the IITs and the IIMs with a fully autonomous board of governors; Instructions by the UGC to universities on 18th November 2021 for the implementation of the NEP 2020 including the major reforms such as Academic Bank of Credits, Multiple Entry and Exit in Academic Programmes, Internationalisation of Higher Education, etc; Publication of the Choice Based Curriculum Scheme (CBCS) by the UGC on 10th April 2015; Floatation by the UGC of an instructional template containing $87 + 18 = 105$ CBCS Curriculums in different disciplines, which included two from Commerce - B Com and B. Com (Honours); Publication by the UGC of 'Learning Objectives-based Curriculum Framework (LOCF)' and 36 syllabi; Guidelines by the UGC on Minimum Course Curriculum for Undergraduate courses under the Choice Based Credit System, and the Community College Scheme to offer low cost, high quality skill based education locally; Guidelines by the UGC for providing Skill Based Education under the National Skill Qualification Framework (NHEQF); Guidelines by the UGC for pursuing two Academic Programmes simultaneously (April 2022); UGC Regulations, 2022 (May 2, 2022) on Academic Collaboration between Indian and Foreign Higher Educational Institutions to offer Twinning, Joint Degree and Dual Degree Programmes; UGC Draft Guidelines for Research Internship with Faculty and Researchers at Higher Education Institutions/Research Institutions; UGC Draft Guidelines for Engaging Professor of Practice in Universities and Colleges, etc.

The Committee considered the above developments at its meetings in depth and finalised a new Exposure Draft of Model Curriculum in Accounting'. The Exposure Draft was placed the same on the website of the Indian Accounting Association on 18th October 2022 for observations and suggestions. The second edition of the Model Curriculum was developed and finalised after considering the observations and suggestions from the members and academics.

However, after the publication of the second edition of the IAA Model Curriculum in Accounting the UGC issued the 'Curriculum and Credit Framework for Undergraduate Courses (CCFUP)' on 7th December 2022 with many new features. This required reconsideration by the Committee of the Model Curriculum in Accounting once again.

The Curriculum and Credit Framework for Undergraduate Courses (CCFUP) of 7th December 2022 provided for the choice of two majors from a discipline for in-depth study or one major from one discipline with option to choose one minor from the same discipline or some interdisciplinary subject besides the study of Ability Enhancement Courses, Skill Enhancement Courses and Value-Added Courses apart from other features provided under the NEP 2020 and the Guidelines of the UGC. The Committee therefore, met on 20th January 2023, 21st February 2023, 27th March 2023 and 3rd May 2023 for two and a half hours each and redrafted the Model Curriculum in Accounting maintaining the basic structure of one year Certificate, 2-year advanced diploma, 3-year bachelor degree and 4-year bachelor degree with honours or Research, besides the features such as flexible choice-based credit system, multi-disciplinary approach, multiple entry and exit option as per the NEP 2020.

The Committee presents with pleasure the third edition of the Model Curriculum in Accounting along with this report.

Acknowledgements

The Committee places on record its gratefulness to the academics from various Universities in India and other countries for their assistance in drafting the Model Curriculum in Accounting by providing useful material and making observations and suggestions for improvement on the drafts of Model Curriculum.

The Committee is also grateful to **Professor N M Khandelwal**, Former Professor, Department of Commerce & Management, Saurashtra University, Rajkot (Gujrat) and Former President Indian Accounting Association, **Professor Ranjan Bal**, Vice Chancellor ASBM University, Bhubaneswar - Orissa, Former Professor, Head, Chairman & Dean Commerce, Utkal University, Bhubaneswar – Orissa and Former President Indian Accounting Association, and **Professor M L Vadera**, Former Professor of Accounting, J N V University Jodhpur, Former Director of School of Business and Commerce, Head & Dean Commerce, Manipal University, Jaipur and Former President Indian Accounting Association for attending the meetings of the Committee and enriching the deliberations by their valuable observations.

The Committee also places on record its high appreciation for **Professor Bhabatosh Banerjee**, Former Professor, Head and Dean of Commerce and Management, University of Calcutta, Kolkata and former President, Indian Accounting Association and **Professor Udai Lal Paliwal**, Professor, Head and Dean of Commerce, Nirma University, Ahmedabad and former Associate Professor, Head and Dean of Economics and Management Science, Namibia University,

Windhoek Namibia and Vice Chancellor, Kigali University, Kigali, Rwanda for their association and valuable advice.

IAA Model Curriculum Committee

Professor K R Sharma

Former Professor, Head & Dean

M L Sukhadia University Udaipur - Rajasthan

Former President, Indian Accounting Association

Chairman

Professor K V Achalapathi

Former Professor, Head, Chairman & Dean Commerce

Osmania University, Hyderabad - Telangana

Former President, Indian Accounting Association

Member

Professor K Eresi

Former Professor, Head, Chairman & Dean Commerce

Bangalore University, Bangalore - Karnataka

Former President, Indian Accounting Association

Member

Professor G Soral

Former Professor, Head & Dean

M L Sukhadia University Udaipur - Rajasthan

Former President, Indian Accounting Association

Member

Professor Sanjay Kallapur

Senior Professor of Accounting

Indian School of Business, Hyderabad -Telangana

Member

Professor Ashish Kumar Sana

Professor, Department of Commerce

Calcutta University, Kolkata -West Bengal

Member

Dr Dharen Kumar Pandey

Assistant Professor, Department of Commerce

Magadh University, Bodh Gaya – Bihar

Member

CONTENTS

Title	Page No
Report of the IAA Model Curriculum Development Committee	I
Acknowledgements	II - III
Contents	IV - X

BACHELOR OF ACCOUNTING RESEARCH

COMMON COURSES

Semester	Course No.	Title	Page No.
I	PRC1	Financial Accounting I	2
I	PRC2	Financial Accounting II	4
I	AEC1	Business Communication (English)	5
III	AEC2	Business Communication (MIL)	6
II	SDC1	Computerised Accounting	7
IV	SDC2	e – Audit	8
VI	SDC3	e – Taxation	9
I	VAC1	Environmental Studies	12
II	VAC2	Understanding India	14
III	VAC3	Health, Wellness, Yoga, etc.	15
IV	VAC4	Digital and Technological Solutions	15

FINANCIAL ACCOUNTING MAJOR

Semester	Course No.	Title	Page No.
I	FAMA1	Indian Accounting Standards	17
I	FAMA2	Corporate Accounting I	18
II	CMAMA1	Cot Accounting I	20
II	AAMA1	Auditing and Assurance	22
III	TXMA1	Income Tax I	24
III	DAMA1	Statistical Applications in Business	25
IV	FAMA3	Corporate Accounting II	27
IV	FAMA4	Financial Reporting	28
V	FAMA5	Advanced Financial Accounting	31
V	FAMA6	Financial Analysis	32
VI	FAMA7	Accounting for Financial institutions	34
VI	FAMA8	Government Accounting	36
VII H&R	FAMA9	Accounting for Financial Instruments	38
VII H&R	FAMA10	Forensic Accounting	40
VIII H	FAMA11	Global Accounting Standards and Applications	42
VIII H	FAMA12	Accounting for Multinational Enterprises	43
VIII R	RM1	Business Research Methods	45
	RM2	Statistical Analysis of Data for Research using	
VIII R		Software (Excel, SPSS, etc)	48
VIII R	RM3	Project Report/Dissertation	49

AUDIT AND ASSURANCE MAJOR

Semester	Course No.	Title	Page No.
I	FAMA1	Indian Accounting Standards	51
I	FAMA2	Corporate Accounting I	52
II	CMAMA1	Cot Accounting I	54
II	AAMA1	Auditing and Assurance	56
III	TXMA1	Income Tax I	58
III	DAMA1	Statistical Applications in Business	60
IV	AAMA2	Standards of Audit	62
IV	AAMA3	Internal Control and Internal Audit	64
V	AAMA4	Central Government Audit	66
V	AAMA5	Cost and Management Audit	68
VI	AAMA6	Audit of Public Sector Enterprises	70
VI	AAMA 7	Forensic Audit and Fraud Detection	71
VII H&R	AAMA8	Information Systems Audit	73
VII H&R	AAMA9	Advanced Auditing and Assessment	74
VIII H	AAMA10	Special Audits	76
VIII H	AAMA11	Audit Function and Professional Ethics	77
VIII R	RM1	Business Research Methods	79
	RM2	Statistical Analysis of Data for Research using	
VIII R		Software (Excel, SPSS, etc)	81
VIII R	RM3	Project Report/Dissertation	83

COST AND MANAGEMENT ACCOUNTING MAJOR

Semester	Course No.	Title	Page No.
I	FAMA1	Indian Accounting Standards	85
I	FAMA2	Corporate Accounting I	86
II	CMAMA1	Cot Accounting I	88
II	AAMA1	Auditing and Assurance	90
III	TXMA1	Income Tax I	92
III	DAMA1	Statistical Applications in Business	94
IV	CMAMA2	Cost Accounting II	96
IV	CMAMA3	Cost Accounting Standards	97
V	CMAMA4	Cost Management	99
V	CMAMA5	Management Accounting	100
VI	CMAMA6	Strategic Cost Management	102
VI	CMAMA7	Advanced Cost and Management Accounting	104
VII H&R	CMAMA8	Enterprise Risk Management	105
VII H&R	CMAMA9	Strategic Performance management	108
VIII H	CMAMA10	Operations Planning and Strategic Control	111
VIII H	CMAMA11	Planning Budgeting and Valuation	112
VIII R	RM1	Business Research Methods	115
	RM2	Statistical Analysis of Data for Research using	
VIII R		Software (Excel, SPSS, etc)	117
VIII R	RM3	Project Report/Dissertation	119

TAXATION MAJOR

Semester	Course No.	Title	Page No.
I	FAMA1	Indian Accounting Standards	120
I	FAMA2	Corporate Accounting I	122
II	CMAMA1	Cot Accounting I	124
II	AAMA1	Auditing and Assurance	126
III	TXMA1	Income Tax I	127
III	DAMA1	Statistical Applications in Business	129
IV	TXMA2	Goods and Service Tax I	131
IV	TXMA3	Income Tax II	133
V	TXMA4	Goods and Service Tax II & Customs Duty	135
V	TXMA5	Tax Planning for Individuals and Firms	136
VI	TXMA6	Corporate Tax Planning	137
VI	TXMA7	International Taxation	138
VII H&R	TXMA8	Advanced Tax Planning and Tax Management	141
VII H&R	TXMA9	Issues in Taxation	143
VIII H	TXMA10	International Model Tax Conventions	144
VIII H	TXMA11	Public Financial Management	145
VIII R	RM1	Business Research Methods	147
	RM2	Statistical Analysis of Data for Research using	
VIII R		Software (Excel, SPSS, etc)	149
VIII R	RM3	Project Report/Dissertation	150

DATA ANALYSIS AND COMPUTER-BASED APPLICATIONS IN ACCOUNTING MAJOR

Semester	Course No.	Title	Page No.
I	FAMA1	Indian Accounting Standards	152
I	FAMA2	Corporate Accounting I	154
II	CMAMA1	Cot Accounting I	156
II	AAMA1	Auditing and Assurance	157
III	TXMA1	Income Tax I	160
III	DAMA1	Statistical Applications in Business	161
IV	DAMA2	Accounting Information System	164
IV	DAMA3	Operations Research and Quantitative Techniques	165
V	DAMA4	Cyber Security and Data Protection	167
V	DAMA5	Business Data Analytics	168
VI	DAMA6	Statistical Computing	170
VI	DAMA7	Big Data Analytics	171
VII H&R	DAMA8	Machine Learning Techniques	173
VII H&R	DAMA 9	Blockchain Accounting	174
VIII H	DAMA10	Artificial Intelligence Accounting	175
VIII H	DAMA11	Startups and Entrepreneurship	176
VIII R	RM1	Business Research Methods	180
	RM2	Statistical Analysis of Data for Research using	
VIII R		Software (Excel, SPSS, etc)	182

VIII R	RM3	Project Report/Dissertation	184
--------	-----	-----------------------------	-----

OTHER ITEMS

Title	Page No
Summer Internship/Apprenticeship	185
Practical work/Laboratory work/Field work	185
Pedagogy for Teaching - Learning	186
Assessment Methodology	189
Accounting Laboratory - Appendix I	190-195

ADD ON COURSES

Course	Paper No.	Title	Page No.
1. Insurance Business	AOC1.01	Life Insurance Business	197
	AOC1.02	General Insurance Business	198
2. Computerised Financial Accounting	AOC2.01	Fundamentals of Computerised Accounting	200
	AOC2.02	Computerised Accounting	201
3. Computerised Statistical Data Analysis	AOC3.01	Statistical Data Analysis Techniques	203
	AOC3.02	Computerised Statistical Data Analysis	204
4. Micro Finance Business	AOC4.01	Micro Finance	206
	AOC4.02	Micro Finance - Indian Experiences	207
5. Security Analysis and Portfolio Management	AOC5.01	Security Analysis	209
	AOC5.02	Portfolio Management	210
6. Electronic Banking and E Payment Operations	AOC6.01	Electronic Banking	212
	AOC6.02	Electronic Banking in Practice	213
7. Goods and Services Tax - Law, Accounting and Documentation	AOC7.01	Goods and Services Tax Law and Practice	215
	AOC7.02	Computerised Goods and Services Tax Accounting and Documentation	216
8. Income Tax - Law, Accounting and Documentation	AOC8.01	Income Tax Law and Practice	218
	AOC8.02	Computerised Income Tax Accounting and Documentation	219

JOB ORIENTED DIPLOMA COURSE – ACCOUNTING & TAXATION

Semester	Paper No	Title	Page No.
I	JoCAT1.01	English Language and Business Communication	222
	JoCAT 1.02	Computerised Financial Accounting	224
	JoCAT 1.03	Goods and Service Tax Law, Accounting & Documentation	225
	JoCAT 1.04	Cost Accounting	227
II	JoCAT 2.01	Computerised Financial Accounting	229
	JoCAT 2.02	Company Accounts	230
	JoCAT 2.03	Financial System and Financial Institutions	231
	JoCAT 2.04	Computerised Goods and Services Tax Accounting and Documentation	233
III	JoCAT 3.01	Income Tax Law and Accounting	235
	JoCAT 3.02	Management Accounting	236
	JoCAT 3.03	Statistical Data Analysis Techniques	238
	JoCAT 3.04	Computerised Income Tax Accounting & Documentation	240
IV	JoCAT 4.01	Computerised Statistical Data Analysis	241
	JoCAT 4.02	Audit and Assurance Services	243
	JoCAT 4.03	Advanced Cost and Management Accounting	245
	JoCAT 4.04	Security Analysis and Portfolio Management Internship	246 248

JOB ORIENTED CERTIFICATE COURSES

1. CERTIFICATE IN GOODS & SERVICE TAX AND INCOME TAX

Semester	Paper No	Title	Page No.
I	CGST 1.01	Goods and Services Tax Law and Practice	249
	CGST 1.02	Computerised Goods and Services Tax Accounting and Documentation	251
II	CIT 1.01	Income Tax Law and Practice	252
	CIT 1.02	Computerised Income Tax Accounting and Documentation Internship	253 255

2. CERTIFICATE IN COMPUTERISED ACCOUNTING AND BUSINESS DATA ANALYSIS

Semester	Paper No	Title	Page No.
I	CCA 1.01	Computerised Financial Accounting I	256
	CCA 1.02	Computerised Financial Accounting. II	258
II	CBDA 1.01	Statistical Data Analysis Techniques	259
	CBDA 1.02	Computerised Statistical Data Analysis	261 262

POST GRADUATE CERTIFICATE COURSES

1. POST GRADUATE CERTIFICATE IN GOODS AND SERVICES TAX

Semester	Course No.	Title	Page No.
I	PGCGST1.01	Goods and Service Tax I	265
	PGCGST1.02	Goods and Service Tax II	266
II	PGCGST1.03	Goods and Service Tax III	267
	PGCGST1.04	Goods and Service Tax IV	267
		Internship	269

2. POST GRADUATE CERTIFICATE IN INCOME TAX

Semester	Course No.	Title	Page No.
I	PGCIT2.01	Income Tax I	270
	PGCIT2.02	Income Tax II	271
II	PGCIT2.03	Income Tax III	271
	PGCIT2.04	Income Tax IV	272
		Internship	273

3. POST GRADUATE CERTIFICATE IN GOVERNMENT ACCOUNTING AND AUDIT

Semester	Course No.	Title	Page No.
I	PGCGAA3.01	Government Accounting I	274
	PGCGAA3.02	Government Accounting II	275
II	PGCGAA3.03	Government Audit I	276
	PGCGAA3.0	Government Audit II	277
		Internship	278

4. POST GRADUATE CERTIFICATE IN FINANCIAL PLANNING AND WEALTH MANAGEMENT

Semester	Course No.	Title	Page No.
I	PGCFPWM4.01	Financial Planning	280
	PGCFPWM4.02	Security Analysis	281
II	PGCFPWM4.03	Portfolio Analysis	282
	PGCFPWM4.04	Portfolio Management	282
		Internship	283

5. POST GRADUATE CERTIFICATE IN ENTERPRISE RISK MANAGEMENT

Semester	Course No.	Title	Page No.
I	PGCERM5.01	Enterprise Risk	284
	PGCERM5.02	Enterprise Risk Management	285
II	PGCERM5.03	Risk in Banking Sector	285
	PGCERM5.04	Risk in Insurance Sector	286
		Internship	287

6. POST GRADUATE CERTIFICATE IN INTERNAL AUDIT

Semester	Course No.	Title	Page No.
I	PGCIA6.01	Essentials of Audit	289
	PGCIA6.02	Internal Control	290
II	PGCIA6.03	Internal Audit I	291
	PGCIA6.04	Internal Audit II	292
			293

7. POST GRADUATE CERTIFICATE IN FORENSIC ACCOUNTING AND FRAUD DETECTION

Semester	Course No.	Title	Page No.
I	PGCFADF7.01	Financial Frauds	294
	PGCFADF7.02	Financial Fraud Investigation, & Accounting	295
II	PGCFADF7.03	Cyber Crimes	295
	PGCFADF7.04	Cyber Crime Investigation and Forensic	296
		Internship	298

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

Semester	Course No.	Title	Page No.
I	PGC8.01	Ind AS I	299
	PGC8.02	Ind AS II	300
II	PGC8.03	Ind AS III	300
	PGC8.04	Ind AS IV	301
		Internship	302

9. POST GRADUATE CERTIFICATE IN DERIVATIVE VALUATION AND TRADING

Semester	Course No.	Title	Page No.
I	PGCDVT9.01	Derivatives	303
	PGCDVT9.02	Derivative Trading	304
II	PGCDVT9.03	Global Derivative Market	305
	PGCDVT9.04	Currency Derivatives Trading	305
		Internship	307

10. POST GRADUATE CERTIFICATE IN BUSINESS FINANCE

Semester	Course No.	Title	Page No.
I	PGCBF10.01	Business Environment	308
	PGCBF10.02	Cost of Capital and Investment Decisions	309
II	PGCBF10.03	Working Capital Management	309
	PGCBF10.04	Management of Earnings & Off-Balance Sheet	
		Finance	310
		Internship	311

IAA MODEL CURRICULUM IN ACCOUNTING
BACHELOR OF ACCOUNTING RESEARCH DEGREE
 (As per UGC Curriculum and Credit Framework for Undergraduate Courses
 7th December 2022)

Objectives of the qualification:

The qualification aims to:

- Enhance the student's knowledge and understanding of the methods and techniques relevant to accountancy, including specific competencies in the fields of accounting and external reporting, auditing and assurance, management decision making and control, taxation, and financial management as well as understanding of how to apply such knowledge in a particular context,
- The curriculum is designed to include and address all the mentioned competency areas, as well as to develop personal attributes, ethical behaviour and professionalism and life-long learning skills.
- The curriculum compiled for this programme equips students with specialised knowledge, skills, attitudes and competencies needed for the professional behaviour and practices expected of a graduate proposing to enter the profession of accountancy.

Classification of Courses of Study to be Offered

Semester	Major Courses (MA) = 4+1 Credits each	Minor Course (MI) = 4+1 Credits each	Multi-Disciplinary Courses (MDC) = 3/4 Credits each	Ability Enhancement Courses (AEC) = 3/4 Credits each	Skill Enhancement Courses (SEC) = 3 credits each Research/ Internship 2/4 credits each	Value Added Courses (VAC) = 2/4 Credits each	Total credits
Pre-requisite Courses	PRC1 PRC2						NIL
I	2 MA (100-199 level)		1 MDC	1 AEC		1 VAC	20
II	2 MA (100-199 level)		1 MDC		1 SEC	1 VAC	20+2*
Total	20		8	3	3	4+2*	40
III	2 MA (200-299 level)		1 MDC	1 AEC		1 VAC	20
IV	2 MA (200-299 level)	1 MI (200-299 level)			1 SEC	1 VAC	20+2*
Total	20	5	4	3	3	4+2*	80
V	2 MA	2 MI					20

	(300-399 level)	(200-299 level)					
VI	2 MA (300-399 level)	1MI (200-299 level)			1SEC		20+2*
Total	20	15			3	38+2*	120
Honours VII	2 MA (400-499 level)	2MI (300-399 level)					20
Honours VIII	2 MA (400-499 level)	2MI (300-399 level)					20
Total	20	20					160
Honours Research VII	2 MA (400-499 level)	2MI (300-399 level)					20
Honours Research VIII	2 MA (400-499 level)				Research Project/ Dissertation		22
Total	60/80	24/32	09	08	(09)+(02/04) + (12)	06 - 08	162

Notes: (1) Symbols used: MA-Major Course; MI-Minor Course; MDC – Multidisciplinary Course; AEC- Ability Enhancement Course; SEC- Skill Enhancement Course; VAC -Value Added Course; PRC- Pre-requisite Course.

(2) * Credits for Internship - 02/04.

(a) PRE-REQUISITE COURSES

Paper	Course*	Level	Semester	Credits
PRC1	Financial Accounting I	0-99	I	Nil
PRC2	Financial Accounting II	0-99	I	Nil

PAPER BAacctgPRC1: FINANCIAL ACCOUNTING I:

Course objective:

The course aims to

- ☐ To Provide conceptual knowledge of accounting and to lay foundation for future applications in business.
- ☐ To acquaint students with basic accounting concepts and accounting standards.
- ☐ To develop an understanding about recording of business transactions and preparation of subsidiary books and trial balance to test the mathematical accuracy of recordings.
- ☐ To provide knowledge and understanding of financial statements of a business.

Course Contents:

Unit-I: Conceptual Framework: Accounting-Meaning, Definition, Functions, Objectives, Advantages, Accounting as an information system, Users of financial accounting information and their needs, Important accounting terminology, Principles of accounting – concepts and conventions, Accounting- concept, meaning, as a source of information, objectives, advantages and limitations, types of accounting information; users of accounting information and their needs. Qualitative Characteristics of Accounting Information. Role of Accounting in Business.

Basic Accounting Terms- Entity, Business Transaction, Capital, Drawings. Liabilities (Non-Current and Current). Assets (Non-Current, Current); Expenditure (Capital and Revenue), Expense, Revenue, Income, Profit, Gain, Loss, Purchases, Sales, Goods, Stock, Debtor, Creditor, Voucher, Discount (Trade discount and Cash Discount) Theory Base of Accounting

Introduction to Accounting Standards and Indian Accounting Standards (AS & Ind AS),

Unit-II: Accounting Process: Journal, Ledger, Trial Balance, Financial Statements (overview), Capital Expenditure (and Receipts), Revenue Expenditure (and Receipts) and Deferred Revenue Expenditure, Branches of Accounting, Accounting cycle, Systems of accounting, Approaches to accounting, Types of accounts – Rules of debit and credit, Accounting equation.

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

Trial balance

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

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

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

Unit IV: Financial Statements of Sole Proprietorship: Meaning, objectives and importance; Revenue and Capital Receipts; Revenue and Capital Expenditure; Deferred Revenue expenditure. Opening journal entry. Trading and Profit and Loss Account: Gross Profit, Operating profit and Net profit. Preparation. Balance Sheet: need, grouping and marshalling of assets and liabilities. Preparation. Adjustments in preparation of financial statements with respect to closing stock, outstanding expenses, prepaid expenses, accrued income, income received in advance, depreciation, bad debts, provision for doubtful debts, provision for discount on debtors, Abnormal loss, Goods taken for personal use/staff welfare, interest on capital and managers commission. Preparation of Trading and Profit and Loss account and Balance Sheet of a sole proprietorship with adjustments.

Unit V: Consignment Accounts: Meaning, Features, Proforma invoice, Account sales, Del credere commission, Accounting treatment in the books of the consignor and the consignee. Valuation of consignment stock, Treatment of Normal and abnormal Loss Invoice of goods at a price higher than the cost price.

Course Exit Learning Outcomes:

On successful completion of the course the student shall demonstrate

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

PAPER BAcctgPRC2: FINANCIAL ACCOUNTING II:

Course Objectives

The course aims

- ☐ *To provide conceptual knowledge of branch and partnership accounts.*
- ☐ *To acquaint with the partnership law and recording the business transactions on setting up a partnership firm.*
- ☐ *To provide knowledge and understanding of recording the business transactions on the admission of a new partner, retirement and death of a partner and dissolution of the partnership firm.*

Course Content

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

Unit II: Partnership: features, Partnership Deed. Provisions of the Indian Partnership Act 1932 in the absence of partnership deed. Fixed v/s fluctuating capital accounts. Preparation of Profit and Loss Appropriation account- division of profit among partners, guarantee of profits. Past adjustments (relating to interest on capital, interest on drawing, salary and profit sharing ratio).

Goodwill: Meaning, factors affecting, need for valuation, methods for calculation (average profits, super profits and capitalization), adjusted through partners' capital/ current account or by raising and writing off goodwill (AS 26)

Unit III: Admission of a partner: Effect of admission of a partner on change in the profit-sharing ratio, treatment of goodwill (as per AS 26), reserves, accumulated profits and losses, adjustment of capital accounts and preparation of capital, current account and balance sheet.

Change in the Profit-Sharing Ratio among the existing partners - sacrificing ratio, gaining ratio, accounting for revaluation of assets and reassessment of liabilities, treatment of reserves, accumulated profits and losses. Preparation of revaluation account and balance sheet.

Unit IV: Retirement and death of a partner: effect of retirement / death of a partner on change in profit sharing ratio, treatment of goodwill (as per AS 26), treatment for revaluation of assets and reassessment of liabilities, adjustment of accumulated profits, losses and reserves, adjustment of capital accounts and preparation of capital, current account and balance sheet. Preparation of loan account of the retiring partner. Calculation of deceased partner's share of profit till the date of death. Preparation of deceased partner's capital account and his executor's account.

Unit V: Dissolution of a partnership firm: meaning of dissolution of partnership and partnership firm, types of dissolution of a firm. Settlement of accounts - preparation of realization account, and other related accounts: capital accounts of partners and cash/bank a/c (excluding piecemeal distribution, sale to a company and insolvency of partner(s)).

Note: (i) If the realized value of tangible assets is not given it should be considered as realized at book value itself. (ii) If the realized value of intangible assets is not given it should be considered as nil (zero value). (ii) In case, the realization expenses are borne by a partner, clear indication should be given regarding the payment thereof.

Course Exit Learning Outcomes

On successful completion of the course the student shall demonstrate:

- ☐ *Recognise and record transactions of partnerships firms*
- ☐ *Understanding of practice of recording the business transactions on admission, retirement, death of a partner.*
- ☐ *Understanding of the practice of recording the business transactions on setting up and dissolution of a partnership firm.*

Suggested readings:

1. Agarwal, Garima. Computerised Accounting: Himalaya Publishing House
2. Batty, J. Principles of Accounting.
3. Grewal, T.S. Introduction to Accountancy. S. Chand and Co. New Delhi

4. Gupta, R.L. & Radhaswamy, Advanced Accountancy: Sultan Chand & Sons
5. Gupta R. L. and Gupta, V.K. Principles & Practice of Accounting. Sultan Chand and Sons, New Delhi.
6. Haneef and Mukherjee. Accountancy-I & II, Tata McGraw Hill Co
7. Jain S.P. & Narang, K.L. Accountancy-I. Kalyani Publishers.
8. Jawaharlal Lal. Financial Accounting. Himalaya Publishing House.
9. Maheshwari, S.N. & V. L. Maheshwari Advanced Accountancy-I&II. Vikas.
10. Maidasani, Dinesh Mastering Tally. Firewall Media
11. Sehgal, Deepak. Fundamentals of Financial Accounting. Tax Mann Publication
12. Shukla, and Grewal. Advanced Accountancy. S. Chand & Co.
13. Tulasian, Accountancy-I & II: Tata McGraw Hill Co.
14. Yogeshweran, G. Computerised Accounting: PBP
15. Manuals of the respective Accounting Packages

Note: Latest edition of text books may be used.

COMPULSORY COURSES (b) ABILITY ENHANCEMENT COURSES

Paper	Course	Level	Semester	Credits
AEC1	Business Communication (English)	100-199	I	4
AEC2	Business Communication (MIL)	100-199	III	4

PAPER BAEC1: BUSINESS COMMUNICATION (ENGLISH)

Course Objectives:

The course aims to:

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

Course Contents:

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

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

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

Unit IV: Personality Development: Understand how you think, determine what you value, be clear what drives you; Audit your skills and describe your personality. Take a process view of your life, paint your figure, define your goals, make choices, identify your developmental needs, and overcome resistance; Build your network, develop a positive self-image, empowerment, use a

mentor, learn how to learn, measure yourself; Increase your professionalism, Group discussion on current social, cultural and popular topics.

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

Course Exit Learning outcomes

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

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

Suggested Readings:

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

Note: Latest edition of readings may be used.

PAPER BAacgtAEC2: BUSINESS COMMUNICATION (MIL)

- Note: (1)** The university may offer choice of **Hindi or local language or foreign languages such as French, German, Italian, Spanish, or any other language** to the candidate
- (2)** Course contents to be drafted by the university.

(c) SKILL DEVELOPMENT COURSES

S No	Course	Level	Semester	Credits
SDC1	Computerised Accounting	100-199	II	3
SDC2	e- Auditing	100-199	IV	3
SDC3	e -Taxation	100-199	VI	3

PAPER BAacctgSDC1: COMPUTERISED ACCOUNTING

Course Objectives:

This course aims to:

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

Course Contents:

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

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

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

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

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

Course Exit Learning Outcomes:

On successful completion of this course the student shall demonstrate

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

Suggested Readings:

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

6. *Official Guide to Financial Accounting using Tally. ERP 9 with GST.* Tally Education Pvt Ltd.

Note: Latest edition of text books may be used.

PAPER BAcctgSDC2: e -AUDITING

Course Objective

The course aims:

- ☐ *To enhance skills for effective and contemporary applications of electronic-auditing.*
- ☐ *Provide knowledge about the concepts, tools, techniques, and relevance of digital auditing in the present and the changing scenario.*
- ☐ *Enable the student to learn the application of digital audit tools.*
- ☐ *Acquaint about the ethical and legal aspects involved in electronic auditing.*

Course Contents

Unit I: Auditing in a digital environment: Key features, impact of IT related risks, Impact on controls, Internal financial controls as per regulatory requirements. Types of controls, audit approach, understanding and documenting automated environment, training methods,

Unit II: Process of electronic audit: Identification of methods of evaluating the reliability of specific IT-related control elements for compliance with policy, effectiveness of the IT-related controls for achievement of performance objectives.

Internal audit, Statutory audit, Voucher verification, Verification of related party transactions; Auditing in Computerized Accounting set up; Various tools for computerised auditing.

Identification and evaluation on preliminary basis, the feasibility of various approaches used in the evaluation of IT-related elements of internal controls (e.g., around the computer, through the computer, with the computer); Tests the functioning of the electronic controls using audit software.

Unit III: Building Digital Audit capabilities: Day to day work in the laboratory for data vouching, verification, valuation and authenticity check.

Unit IV: Visualisation for audit and Digital audit in action: Detecting and preventing fraud with data analytics - Digital audit in action.

Data analysis and audit report: Data analytics for audit, assessing and reporting audit findings.

Unit V: Ethical and legal aspects of electronic auditing: Digital transformation of audit – implications for the audit profession; The Chartered Accountants Act, 1949; the ICAI Code of Ethics, 2019; Ethical Standards Board of ICAI; Objective of Code to establish Integrity, Objectivity, Professional competence and due care, Confidentiality and Professional behaviour.

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 the requirements and practice of audit under computerised environment.*

□ *Understand requirements of auditor independence, audit ethics in audit and other legal and professional expectations from auditors.*

□ *Develop capability to handle and manage the electronic audit tools and ensure compliance with the regulatory requirement in audit work.*

Suggested Readings:

1. Gupta, Karnal, *Contemporary Auditing* Tata Mac Graw-Hill, New Delhi.
2. Gupta, Kamal. *Practical Auditing*. Tat Mac Graw -Hill, New Delhi
3. Manjunatha J.M. and others. *Auditing and Assurance*. Himalaya Publishing House.
4. Pagare, Dinakar. *Practice of Auditing*. Sultan Chand

Note: Latest edition of text books may be used.

PAPER BAacctgSDC3: e - TAXATION

Course Objectives

- *To provide understanding of the law and practice of Income Tax, Income Tax documents and records, filing of returns, and collection of tax deducted at source and payment of tax as per the requirements of the Income Tax law in a business set-up.*
- *To provide understanding of the law and practice of Goods and Service Tax and apply the provisions in a business set-up.*
- *To provide 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.*

Course Contents:

Unit I: Use of Computer (Hardware and Software) in Income Tax:

Computer Hardware: Installation of Desktops, Laptops, Printers and peripherals, Development of expertise in operating the hardware.

Computer Software: 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.

Practical use of Computers in Business Set up: Preparation of Business records using Microsoft Office - Use of Excel or some other software for preparing Income Tax Records and Analysis of Income Tax Data; Use of Microsoft Power Point for Presentations; Use of Microsoft word for Income Tax Reports.

Preparation of Business records using Microsoft Office - Use of Excel or some software for preparing GST Records and Analysis of GST Data; Use of Microsoft Power Point for Presentations; Use of Microsoft word for GST Reports.

Unit II: Development of 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; Assessment of Advance payment liability; Advance payment of tax: Determination of income liable to tax and the tax liability of an assessee individual, firm, company or any other entity.

Unit III: Income tax and e-filing of ITRs: Introduction to Income Tax Portal; Preparation of electronic return; Instructions for filling out form ITR-1, ITR-2, ITR-3, ITR-4, ITR-5, ITR-6. Assessment of income liable to tax, Determination of tax liability, Payment of tax.

Refunds, Appeals and final settlement of tax liability. Payment of interest by and to an assessee; Refund of excess tax paid by the assessee; Penalty and Prosecutions under the Act; Appeals and Revisions.

e-filing of Returns of Income: Meaning of e-filing; Difference between e-filing and regular filing of returns; Benefits and limitations of e-filing; Types of e-filing; e-filing process; Relevant notifications.

TDS and e-Filing of TDS Returns: Tax Collection at Source schedule for deposit of TDS; Tax Deduction and Collection Accounts, Schedule for submission of TDS Returns; Prescribed forms for filing of TDS returns; Exemption from TDS – Form 13, 15G, 15H; Advance Payment of Tax.

Unit IV: 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 V: Electronic Filing of GST Returns - GST returns: GSTR-1, GSTR-4, GSTR -7, GSTR-8, GSTR-9, GSTR-10, GSTR-11, GSTR-3B and Payment of Tax, Tax refunds.

Course Exit Learning outcomes

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

- ☐ *Understanding of the law and practice of Income Tax, Income Tax documents and records, filing of returns, and collection and payment of tax as per the requirements of the Income Tax law and apply the same in a business set-up.*
- ☐ *Work in a business set up and provide support in income tax related matters and develop the ability to file online returns of income and pay the tax for individuals, firms, companies and other institutions.*
- ☐ *Understanding of law and practice of Goods and Services Tax and apply the provisions in a business set-up.*
- ☐ *Understanding of the documents, records, books of accounts and tax returns requirements and payment of Goods and Services Tax using computer hardware and software packages in a business set-up.*
- ☐ *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:

Income Tax:

1. Manoharan, T. N. *Students Handbook on Income Tax Law*. Snow White Publications
2. Mehrotra, H. C. *Income Tax Law and Accounts including Tax Planning*. Sahitya Bhawan Publications.
3. Narang and Gaur. *Income Tax*. Himalaya Publishing House.
4. Prasad, B. *Direct Taxes - Law and Practices*. Wishwa Prakashana
5. Singhania, Vinod K and Singhania, Kapil. *Direct Tax Planning and Management*. Taxman.
6. Singhania, Vinod, K. *Direct Taxes - Law and Practices*. Taxman Publications.

Goods and Service Tax (GST)

1. Ahuja, Girish and Gupta, Ravi. *Systematic Approach to GST*. Wolters Kluwer
2. Babbar, Sonal, Kaur, Rasleen and Khurana, Kritika. *Goods and Service Tax (GST) and Customs Law*. Scholar Tech Press.
3. Bansal, K. M., *GST & Customs Law*, Taxman Publication.
4. Chheda, Rajesh. *Learn Tally. ERP 9 with GST and E-way Bill: Ane's Student Education*
5. Datey, V. S. *All about GST, A Complete Guide to Model GST Law*. Taxman Publications
6. Gupta, ineet and Gupta, N. K. *Fundamentals of Goods and Services Tax*. Bharat Law House Pvt. Ltd
7. Gupta, S.S. *Taxman's GST New Returns How to Meet Your Obligations -A Practical Guide for filing of New GST Returns*. Taxman Publication.
8. Gupta, S.S. *GST- How to Meet your Obligations*. Taxman Publications

9. Mehrotra, H.C. and Agarwal, V.P. *Goods and Services Tax and Customs*. Sahitya Bhawan Publications
 10. Murthy, K. Ch. A. V. S. N. Lavanya, K. V. N. and Lakshmi, V. D. M. V. *Theory and Practice of Goods and Services Tax*, Telugu Academy, Hyderabad.
 11. Saha, R.G. Shah, Divyesh and Devi, Usha. *Goods and Service Tax*. HPH
 12. Singhanian, Aditya. *Taxman's GST New Returns with e-Invoicing-A Comprehensive Guide to New GST Returns*. Taxman Publication.
 13. Singhanian, V. K. *GST & Customs Lax*, Taxman Publication
 14. Sisodia, Pushpendra, *GST Law*. Bharat Law House.
 15. GST Laws - *The Central Goods and Services Tax, 2017; The Constitution (One hundred and First Amendment) Act, 2016; The Goods and Services Tax (Compensation to States) Act, 2017; The Integrated Goods and Services Tax, 2017; The Union Territory Goods and Services Tax, 2017*
- Note: Latest edition of text books may be used.**

Notes:

(a) Students shall practice solution of numerical exercises in courses where numerical exercises are involved in 'Accounting Laboratory'

(b) For Skill development:

(1) The Department shall purchase and install the necessary technology and equipment and engage and develop competent and skilled faculty to guide and supervise the students in determination of income liable to tax, tax liability and payment of tax.

(2) The students would be given adequate time to practice in the Laboratory using the installed hardware and software.

(c) Job works under Tax Regime for Exposure to the World of Work:

(1) The Department shall enter in to Memorandum of Understanding (MOUs) for Internship of the students and their exposure to the work environment with a firm of Chartered Accountants in Practice/Cost and Management Accountants in Practice/ Company Secretary in Practice/ Industrial/Manufacturing Enterprise.

(2) The student shall be placed with a firm of Chartered Accountants in Practice or a firm of Cost and Management Accountants in Practice or a firm of Company Secretary in Practice or an Industrial/Manufacturing Enterprise for 3 months for on hand work experience.

(3) The student shall work with the firm for training and skill development as per the schedule given to him by the firm where he is placed.

(4) At the end of 3 months placement training period the student shall submit a report on the work assigned to him and the work done by him over three months period to the firm where is is placed for training and also to the institution.

(5) A report shall also be obtained from the management of the firm where the student is placed for training mentioning the work assigned and the performance of the candidate at work over the three months period.

(6) Assessment shall be based on the Report of the Management, Report of the student and the Viva Voce by the Committee of the Department.

(d) VALUE-ADDED COURSES

Paper	Course	Level	Semester	Credits
VAC1	Environment Studies	100-199	I	2
VAC2	Understanding India	100-199	II	2
VAC3	Health, Wellness, Yoga, etc.	100-199	III	2
VAC4	Digital and technological solutions:	100-199	IV	2

PAPER BAcctgVAC1: ENVIRONMENT STUDIES

Course Objective:

The objective of this course is:

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

Course Contents:

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

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

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

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

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

Unit IV: Social Issues and the Environment: From Unsustainable to Sustainable development; Urban problems related to energy; Water conservation, rain water harvesting, watershed management; Resettlement and rehabilitation of people; its problems and concerns. Case Studies; Environmental ethics: Issues and possible solutions. Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case Studies. Wasteland reclamation. Consumerism and waste products. Environment Protection Act. Air (Prevention and Control of Pollution) Act. Water (Prevention and control of Pollution) Act; Wildlife Protection Act; Forest Conservation Act; Issues involved in enforcement of environmental legislation. Public awareness.

Unit V: Human Population and the Environment: Population growth, variation among nations. Population explosion – Family Welfare Programme. Environment and human health. Human Rights. Value Education. HIV/AIDS. Women and Child Welfare. Epidemics and pandemics.

Role of Information Technology in Environment and human health: Case Studies.

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

Course Exit Learning Outcomes:

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

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

Suggested Readings:

1. Agarwal, K.C. *Environmental Biology*. Nidi Publications Ltd. Bikaner.
 2. Bharucha, Erach. *The Biodiversity of India*. Mapin Publishing Pvt Ltd. Ahmedabad.
 3. Brunner R.C. *Hazardous Waste Incineration*. McGraw Hill Inc.
 4. Clark R.S. *Marine Pollution*. Clanderson Press Oxford.
 5. Cunningham, W.P. Cooper, T.H. Gorhani, E & Hepworth, M.T.
 6. Centre for Science and Environment. *Down to Earth*. Centre for Science and Environment (R)
 7. De A. K. *Environmental Chemistry*. Wiley Eastern Ltd.
 8. Gleick, H.P. *Water in Crisis*. Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute Oxford Univ. Press.
 9. Hawkins R.E. *Encyclopaedia of Indian Natural History*. Bombay Natural History Society, Bombay.
 10. Heywood, V.H & Waston, R.T. *Global Biodiversity Assessment*. Cambridge Univ. Press
 11. Jadhav, H & Bhosale, V.M. *Environmental Protection and Laws*. Himalaya Pub. House, Delhi.
 12. Jaico Publ. House, Mumbai. *Environmental Encyclopaedia*. Jaico Publ. House, Mumbai
 13. McKinney, M.L. & School, R.M. *Environmental Science Systems & Solutions*. Web Enhanced edition.
 14. Mhaskar A.K. *Matter Hazardous*. Techno-Science Publication.
 15. Miller T.G. Jr. *Environmental Science*. Wadsworth Publishing Co. (TB)
 16. Odum, E.P. *Fundamentals of Ecology*. W.B. Saunders Co. USA.
 17. Rao M N. & Datta, A.K. *Waste Water Treatment*. Oxford & IBH Publ. Co. Pvt Ltd.
 18. Sharma, B.K. *Environmental Chemistry*. Geol Publ. House, Meerut
 19. Survey of the Environment, The Hindu
 20. Townsend C., Harper J. and Michael Begon. *Essentials of Ecology*. Blackwell Science.
 21. Trivedi R.K. *Handbook of Environmental Laws, Rules Guidelines, Compliances and Standards*, Vol I and II. Enviro Media.
 22. Trivedi R. K. and Goel, P.K. *Introduction to Air Pollution*. Techno-Science Publication
 23. Wanger K.D. *Environmental Management*. W.B. Saunders Co. Philadelphia, USA
- * As per the UGC document.

Note: Latest edition of text books may be used.

PAPER BAcctgVAC2: UNDERSTANDING INDIA

Course Objectives:

- ☐ To make students aware of the trajectories of historical and cultural developments in India and the making of unity in diversity.
- ☐ To make students understand the major forms and phases of freedom struggle.
- ☐ To make students aware of the heroes and their contributions to India's struggle for freedom.
- ☐ To familiarise the students with the process of constitutional developments and its emergence as one of the largest democratic states in the world.
- ☐ To make students aware with the major contributions of India to the world civilisation in the field of Science and Technology.

Course Contents:

Unit I: Bharatvarsha: Concept and its evolution: Vedic and Puranic traditions and the making of modern India.

State and Imperial formations: Rise of Janpadas, the Mauryas, the Kushans, the Guptas, the Pallavas, the Cholas and Vijayanagara Empires.

Origin and Growth of major religious streams: Vedic, Jainism, Buddhism, Bhakti and Shufism, Brahmosamaj, Maharshi Daya Nand -Arya Samaj, Philosophy of Shri Aurobindo.

Development of Literary Traditions: Panini, Kalidasa, Ved Vyasa, Valmiki,

Unit II: India's Struggle for Freedom: 1857, the First War of Independence; Important heroes of freedom struggle: Birsa Munda, Bhagat Singh, Chandrasekhar Azad, Subhash Chandra Bose; Formation of Indian National Congress and contribution of Mahatma Gandhi, Bal Gangadhar Tilak, Gopal Krishan Gokhale, Lala Lajpat Rai, Jawahar Lal Nehru, Sardar Patel, Bhim Rao Ambedkar.

Constitution of India: Salient features of the Constitution of India, the Preamble,

Swadeshi movement in India:

Unit III: India's Contribution to the World in Arts, Literature and Sciences:

Medical Sciences: Charaka, Sushruta.

Mathematics and Astronomy: Aryabhatta, Baudhyana, Brahmagupta, Ramanujam,

Physics: Kanad, P.C. Ray, C.V. Raman,

Botanical Sciences: J C Bose

Economics: Vishnu Gupta (Chanakya), Amartya Sen, Abhijeet Banerjee

Literature: Ravindranath Tagore.

Course Exit Learning outcomes:

On successful completion of the course the student shall demonstrate

- ☐ Awareness of the trajectories of historical and cultural developments in India and the making of unity in diversity.
- ☐ Understand the major forms and phases of freedom struggle.
- ☐ Awareness of the heroes and their contributions to India's struggle for freedom.
- ☐ Familiarity with the process of constitutional developments and its emergence as one of the largest democratic state in the world.
- ☐ Awareness with the major contributions of India to the world civilisation in the field of Science and Technology.

Suggested Readings:

1. Basu, D. *Introduction to the Constitution of India*. Lexis Nexis, New Delhi.
2. Bipin Chandra. *India's Struggle for Independence*. Penguin, Delhi.
3. Dutt, R and Sundram. *Indian Economy*. S Chand & Co. Ltd. New Delhi
4. Humayun Kabir *Our Heritage*. National Information and Publications Ltd. Mumbai
5. Romila Thapar. *History of India*. Tylor and Francis.
6. Satish Chandra. *History of Medieval India*. Orient Black Swan New Delhi.

Note: Latest edition of text books may be used.

PAPERV BAcctgAC3: HEALTH, WELLNESS AND YOGA

Course Objectives

- ☐ *To help the students to understand the importance of healthy life.*
- ☐ *To familiarise the students about the physical and mental health.*
- ☐ *To create awareness about various life style related diseases.*
- ☐ *To provide understanding of stress and its management.*

Course Content

Unit I: Introduction to health and wellness – Define and differentiate between health and wellness, Importance of health and wellness education, Local, demographic and societal issues and factors affecting health and wellness, Diet and nutrition for health and wellness, Essential components of balanced diet for healthy living with specific reference to the role of unhealthy eating habits carbohydrates, proteins, fats, vitamins and minerals, Processed food and unhealthy eating habits.

Unit II: Deficiencies and Diseases – Mal-nutrition, under-nutrition and over-nutrition, Body systems and common diseases, Sedentary life and risk of diseases, Stress, anxiety and depression. Factors affecting mental health, Identification of societal tendencies, healthy food, Prevention of the progress of cancer, hypertension, cardiovascular and metabolic diseases, (Obesity, Diabetes, Polycystic Ovarian Syndrome). Modern life style and hypo-kinetic diseases. Prevention and management through exercise.

Unit III: Management of health and wellness – Substance abuse (Drugs, Cigarette, Alcohol), de-addiction, counselling and rehabilitation. Types of physical fitness and its health benefits Postural deformities and corrective measures.

Spirituality and mental health. Role of Yoga, Asanas and meditation in maintaining health and wellness. Role of sleep in maintaining physical and mental health.

Value education – Concept and importance, Ethics, Ethos, Values and Skills, Values for Individuals, Family, Citizens, Society, Professionals, Accounting professionals, Science, Technology, Management, Entrepreneurship, Environment, Coexistence; Purpose of life, Self-exploration.

Course Exit Learning Outcomes:

On successful completion of the course the student shall demonstrate:

- ☐ *Understanding of the importance of healthy life.*
- ☐ *Familiarity about the physical and mental health.*
- ☐ *Awareness about various life style related diseases.*
- ☐ *Understanding of stress and its management.*

Suggested Readings:

1. Claude Bouchard, Steven N. Blair, and William L. Haskell. *Physical Activity and Health*.
2. Emily Attached and Marzia, Fernandez. *Mental health Workbook*.
3. Khandelwal, N.M. *A Text Book of Value Education*. Himalaya Publishing House, Mumbai
4. Nashay, Lorick. *Mental health Work book for Women: Exercise to Transfer Negative Thought and Improve Wellbeing*.
5. Nyambiechu, C and Jeff Lumiri. *Life Style Diseases: Life Style Management*.
6. Angela, Clow and Sarah Edmunds. *Physical Activity and. Mental Health*

Note: Latest edition of text books may be used.

PAPER BAcctgVAC4: DIGITAL TECHNOLOGIES

Course Objectives:

- ☐ *To sensitise students about the significance of digital technologies.*
- ☐ *To provide students with the knowledge of digital technologies*
- ☐ *To provide understanding of communications networks*
- ☐ *To develop awareness about e governance initiatives*
- ☐ *To provide familiarity with emerging digital technologies.*

Course Contents:

Unit I: Introduction to Emergence of Digital Systems: Role and significance of digital technology; Information and Communication Technology and its tools; Computer system and its working; Software – Types and use; Operating Systems – Types and functions.

Communication Systems: Principles, Models, Transmission media, Computer networks; Internet – Concept and applications, www, web browsers, search engines, Messaging, E mail, Social networks.

Unit II: Computer based Information System: Significance and types, e commerce and digital marketing – Key concepts, benefits and challenges.

Digital India and e governance: Initiatives, infrastructure, services and empowerment.,

Digital finance: Unified Payment Interface, Aadhar enabled payment system, USSD, Credit cards, Debit cards, e wallets, Internet banking; NEFT/RTGS and IMPS, Online Bill Payments and P o S.

Cyber security: Threats, significance, challenges, precautions, safety measures and tools.

Unit III: Emerging technologies and their applications: Overview of Cloud Computing, Big Data, Internet of Things, Virtual Reality, Block Chain, Robotics, Artificial Intelligence, 3 D Printing, Future of Digital Technologies.

Course Exit Learning Outcomes:

On successful completion of the course the student shall demonstrate:

- ☐ Knowledge about the digital technologies.
- ☐ Awareness of the importance of digital technologies.
- ☐ Understanding of the communication networks
- ☐ Familiarity with e governance initiatives.
- ☐ Knowledge of emerging technologies.

Suggested Readings:

1. Balagurusamy, E. *Fundamentals of Computers*. Tata McGraw Hill
2. Behroz, A. Forouzan. *Communication and Networking*. McGraw Hill Education
3. Chandrasekharan, K. *Essentials of Cloud Computing*. CRS Press.
4. Kumar, P. Tomarand, A. Sharmila, R. *Emerging Technologies in Computing- Theory, Practice and Advances*.
5. Swan, M. *Blockchain: Blue print for a new economy*. O Reilly Media.

Note: Latest edition of text books may be used.

(1) FINANCIAL ACCOUNTING MAJOR**BACHELOR OF ACCOUNTING - CERTIFICATE**

Eligibility for the UG Programmes: Senior Secondary School Leaving Certificate or Higher Secondary (12th Grade) Certificate obtained after successful completion of Grade 12 or equivalent stage of education corresponding to Level-4.

Qualification awarded: A student qualifying at Semester I and II examinations securing 40 credits shall be awarded **Certificate in Accounting** provided he secures 4 credits in work based vocational courses offered during summer term or internship / Apprenticeship in addition to 6 credits from skill-based courses earned during first and second semester.

Semester I

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Financial Accounting	PRC1	Nil	100	45	15	60
Financial Accounting II	PRC2	Nil	100	45	15	60

Indian Accounting Standards	FAMA1	5	100	60	15	75
Corporate Accounting I	FAMA2	5	100	60	15	75
	MDC1	4	100			60
Business Communication (English)	AEC1	4	100	45	15	60
Environment Studies	VAC1	2	100	15	15	30
Total		20	700			300

PAPER BAcctgFAMA1: INDIAN ACCOUNTING STANDARDS (IND AS)

Course Objective:

The course aims to

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

Course Contents:

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

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

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

Unit IV: Financial Instruments: IND AS 109 (Financial Instruments) – IND AS 32 (Financial Instruments: Presentation) - IND AS 107 (Financial Instruments: Disclosures) Recognition, Measurement and Disclosures (including Exercises, Problems and Case Studies in Corporate setup)

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

Course Exit Learning Outcomes:

On successful completion of the course the student shall demonstrate:

- ☐ *Understanding of the applicability and provisions of IND AS*
- ☐ *Application of depreciation on tangible assets, intangible assets and impairment of assets through the Ind AS*
- ☐ *Understanding the fair value concept, provisions of contingent Contracts, revenue recognition from Contracts.*

- *Recognition, measurement and disclosure of Financial Instruments as per IND AS*
- *Understanding of the process of disclosures as per Ind AS*

Suggested Readings:

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

Note: Latest edition of text books may be used.

PAPER BAcctgFAMA2: CORPORATE ACCOUNTING I

Course Objectives:

The course aims to:

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

Course Contents:

Unit I: Accounting for Share Capital: Features and types of companies Share and share capital: nature and types. Accounting for share capital: issue and allotment of equity and preferences shares.

Public subscription of shares – over subscription and under subscription of shares; issue at par and at premium, calls in advance and arrears (excluding interest), issue of shares for consideration other than cash.

Concept of Private Placement and Employee Stock Option Plan (ESOP), Sweat Equity.

Accounting treatment of forfeiture and reissue of shares.

Disclosure of share capital in the Balance Sheet of a company. Accounting for Debentures

Accounting for Debentures: Debentures: Meaning, types, Issue of debentures at par, at a premium and at a discount. Issue of debentures for consideration other than cash; Issue of debentures with terms of redemption; debentures as collateral security-concept, interest on debentures. Writing off discount / loss on issue of debentures.

Note: Discount or loss on issue of debentures to be written off in the year debentures are allotted from Security Premium Reserve (if it exists) and then from Statement of Profit and Loss as Financial Cost (AS 16)

Unit II: Final Accounts of Companies: Meaning, Nature, Uses and importance of financial Statement. Statement of Profit and Loss and Balance Sheet in prescribed form with major headings and sub headings (as per Schedule III to the Companies Act, 2013). Preparation of Statement of Profit and Loss and Balance Sheet of Corporate Entities and Disposal of Company Profits. Cash flow statement. Notes on Accounts.

Note: Previous years' Proposed Dividend to be given effect, as prescribed in AS-4, Events occurring after the Balance Sheet date. Current years' Proposed Dividend will be accounted for in the next year after it is declared by the shareholders

Unit III: Cash Flow Statement: Meaning, objectives Benefits, Cash and Cash Equivalents, Classification of Activities and preparation (as per AS 3 (Revised) (Indirect Method only)

Notes:

- (i) Adjustments relating to depreciation and amortization, profit or loss on sale of assets including investments, dividend (both final and interim) and tax.
- (ii) Bank overdraft and cash credit to be treated as short term borrowings.
- (iii) Current Investments to be taken as Marketable securities unless otherwise specified.

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

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

Unit V: External Reconstruction & Amalgamation & Absorption: Process and presentation of accounts in External Reconstruction - Amalgamation of companies – Meaning –features – Purchase Consideration – methods (lump sum payment method, net asset method, intrinsic value of share method – Absorption Process and Accounting entries – practical problems in all three situations.

Course Exit Learning Outcomes:

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

Suggested Readings:

1. Gupta R.L. Radhaswamy. *Advanced Account*. Sultan Chand and Sons.
2. Jain S.P. and Narang, K.L. *Corporate Accounting*, Kalyani Publishers, New Delhi.
3. Maheshwari, S.N. *Fundamentals of Corporate Accounting*, Taxman Publication, New Delhi.
4. Monga, J.R. *Fundamentals of Corporate Accounting*. Mayur Paper, New Delhi.
5. Sehgal, Ashok. *Fundamentals of Corporate Accounting*. Taxman Publication, New Delhi.

6. Shukla, M.C. Grewal, T.S. and Gupta, S.C. *Advanced Accounts, Vol.11*, S. Chand & Co, New Delhi.

Note: Latest edition of text books may be used.

Semester II

Subjects	Course	No. of Credits	Max. Marks	Lecture Hours	Practical Hours	Total Hours
Cost Accounting I	CMAMA1	5	100	60	15	75
Auditing and Assurance	AAMA1	5	100	60	15	75
	MDC2	4	100			60
Computerised Accounting	SEC1	3	100	15	30	45
Understanding India	VAC2	2	100	30		30
Internship	I1	2				45
Total		21	500			300

PAPER BAcctgCMAMA1: COST ACCOUNTING-I

Course Objectives:

The course aims to:

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

Course Contents:

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

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

Employee Cost - Employee Cost – Employee Cost Control – Attendance and Payroll Procedures: Time

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

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

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

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

Course Exit Learning Outcomes:

After learning this course students should be able to:

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

Suggested Readings:

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

Note: Latest edition of text books may be used.

PAPER BAacctgAAMA1: AUDITING AND ASSURANCE

Course Objective:

This course aims at:

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

Course Contents:

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

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

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

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

Unit V: Auditor of Limited Companies: Company Auditor – Appointment – Qualification - Powers - Duties and Liabilities – Professional Ethics of an Auditor

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

Course Exit Learning Outcomes:

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

- ☐ *Articulate knowledge of fundamental audit concepts*
- ☐ *Demonstrate awareness, knowledge and appreciation in application of auditing principles and practices in business operations.*
- ☐ *Describe the auditor's responsibility for assessing fraud risk and detecting fraud.*
- ☐ *Understand the role of an Auditor in verifying and valuation of Assets and Liabilities*
- ☐ *Understand and follow the ethical standards in audit profession*

Suggested Readings:

1. Gupta, Kamal. *Practical Auditing*. Tata Mac Graw Hill.
2. Gupta, Kamal. *Contemporary Auditing*. Tata Mc. Graw-Hill, New Delhi.

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

Note: Latest edition of text books may be used.

BACHELOR OF ACCOUNTING - ADVANCED DIPLOMA

Pre-Requisite: A student after qualifying at I and II semesters on further qualifying at III and IV semesters' examinations securing 80 credits will be awarded **Advanced Diploma in Accounting** provided he secures additional 4 credit in skill based vocational courses offered during first year or second year summer term.

Qualification awarded: Students who opt to exit after completion of the second year and have secured 80 credits will be awarded the UG diploma if, in addition, they complete one vocational course of 4 credits during the summer vacation of the second year.

Semester III

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Income Tax I	TXMA1	5	100	60	15	75
Statistical Applications in Business	DAMA1	5	100	60	15	75
	MDC3	4	100			60
Business Communication (MIL)	AEC2	4	100			60
Health, Wellness & Yoga	VAC3	2	100	15	15	30
Total		20	500			300

PAPER BAacctgTXMA1: INCOME TAX I

Course Objectives:

The objective of this paper is to:

- ☐ *Make the student to gain knowledge about the direct tax laws in force for the relevant previous year.*
- ☐ *Provide insight to understand the computation of Income under various heads for the assessment of tax liability for various assesses.*

Course Contents:

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

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

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

Unit III: Income from Profits and Gains from Business and Profession: Profits and Gains from Business and Profession: Business and Profession – An overview, Chargeability, Profits and Losses of Speculation Business, Deductions Allowable, Expenses Disallowed, Deemed Profits u/s 41, Maintenance of Accounts, Tax Audit, Presumptive Base Taxation, Practical Case Studies.

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

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

Course Exit Learning Outcomes:

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

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

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

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

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

☐

☐ *Work as tax consultant, audit assistant and other supporting services*

Suggested Reading:

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

Note: Latest edition of text books may be used.

PAPER BAacctgDAMA1: STATISTICAL APPLICATIONS IN BUSINESS

Course Objectives:

The course aims to:

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

Course Contents:

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

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

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

Positional Averages: Median and Mode, Partition values (Quartiles and Deciles, Percentile), Empirical relation between Mean, Median and Mode- Merits and Demerits of Mean, Median and Mode. Exercises on Analysis and Interpretation of Measures of Central Tendency.

Unit-II Measures of Dispersion: Concept of Dispersion, Requirements of good measures of dispersion. - Absolute and Relative measures of dispersion. Range, Quartile Deviation (Q.D.) Mean Deviation (M.D.) Standard Deviation (S.D.) and Variance: Combined S.D. for two groups, Coefficient of Variation (C.V.): Definition and Its Uses -Merits and Demerits of Q.D., M.D. and S.D – Measures of Skewness – Karl Pearson and Bowley's coefficients of Skewness. Exercises on Analysis and Interpretation of Dispersion Measures.

Unit-III Analysis of Bi-variate data: Correlation-Concept and Types of correlation-Methods of studying correlation, Scatter Diagram, Karl Pearson's correlation coefficient, Spearman 's rank correlation coefficient, Coefficient of Determination.

Regression: Concept of regression, Lines of regression, Regression Coefficients, Relation between correlation coefficient and regression coefficients. Exercises on Analysis and Interpretation of Correlation and Regression

Unit-IV: Analysis of Time Series: Definition and Uses of Time Series, Components of time series, Methods of determination of Trend and Seasonal Variations.

Index Numbers: Need and meaning of Index Numbers, Price, Quantity and Value based index numbers, - Simple and Weighted index numbers, Fisher's Ideal index numbers. Tests Of adequacy of index numbers. Exercises on Index Numbers.

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

Course Exit Learning Outcomes:

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

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

□ Analyse managerial decision problems using Probability

Suggested Readings:

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

Note: Latest edition of text books may be used.

Semester IV

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Corporate Accounting II	FAMA2	5	100	60	15	75
Financial Reporting	FAMA3	5	100	60	15	75
	MI1	5	100	60		75
E- Auditing	SEC2	3	100	15	30	45
Internship	1-2	2				45
Total		20	500			300

PAPER BAacctgFAMA2: CORPORATE ACCOUNTING II

Course Objectives:

This course aims to:

- Provide students with knowledge on Corporate Accounting provisions and practice.
- Develop knowledge and skill of corporate accounting.

Course Contents

Unit I: Accounts of Holding Companies: Meaning of Holding Company and Subsidiary Company, Holding Company Accounts with its only one Subsidiary Company, Consolidated

Balance Sheet, Pre-acquisition and Post-acquisition of Profit, Inter-company Debts, Bills and Debentures, Cost of Control, Minority Interest, Practical Problems

Unit II: Liquidation of a Company: Legal provisions; Over-riding preferential payments Statement of Affairs and Deficiency/Surplus Account, Liquidator's Final Statement of Account.

Unit II: Hire purchase and Lease Accounting: Hire purchase system, Provisions of Hire Purchase Act 1972, Preparation of hire purchase accounts. Leasing, Difference between Hire purchase and lease, Differences in accounting treatment, Types of leases, Terminology of leases, Financial lease – Treatment in books of lessor and lessee, Operating lease – Treatment in books of lesser and lessee, Sale and lease back – Treatment in books of lesser and lessee.

Unit IV: Banking Company Accounts: General Information relating to book keeping system, Books section, Ledger section, Registers' section, Slip-system of ledger posting, Legal requirements affecting final accounts, Specimen form of accounting policies; preparation of profit and loss account, Asset classification, Income from non-performing assets, Preparation of balance sheet.

Unit V: Insurance Company Accounts: Commercial and legal background of Insurance business, Contracts of insurance, books maintained by insurance companies, Explanation of special terms peculiar to insurance business, Accounts of life insurance business, Types of policies, Annuity business, Surrender value, Paid-up policies, Life insurance fund, Valuation balance sheet, Preparation of final accounts, Revenue accounts, Accounts of general insurance business.

Course Exit Learning Outcomes:

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

- ☐ Knowledge on Corporate Accounting provisions and practice.
- ☐ Knowledge and skill of corporate accounting

Suggested Readings

1. Gupta, R.L. & Radhaswamy, Advanced Accountancy: Sultan Chand & Sons
2. Haneef and Mukherjee. Accountancy-I & II, Tata McGraw Hill Co
3. Jain S.P. & Narang, K.L. Accountancy-I. Kalyani Publishers.
4. Jawaharlal Lal. Financial Accounting. Himalaya Publishing House.
5. Maheshwari, S.N. & V. L. Maheshwari Advanced Accountancy-I&II. Vikas.
6. Maidasani, Dinesh Mastering Tally. Firewall Media
7. Sehgal, Deepak. Fundamentals of Financial Accounting. Tax Mann Publication
8. Shukla, and Grewal. Advanced Accountancy. S. Chand & Co, New Delhi.

Note: Latest edition of text books may be used.

PAPER BAacctgFAMA3: FINANCIAL REPORTING

Course Objectives:

The objective of this course is to:

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

Course Contents:

Unit I: Preparation and Presentation of Financial Statements in Compliance with Legal and Regulatory Requirements: Preparation and presentation of financial statements for single

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

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

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

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

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

Course Exit Learning Outcomes:

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

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

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

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

☐ *Analyse and measure the Sustainable Reporting of the firms.*

☐ *Equip with the Recent Developments happening in Financial Reporting*

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

Suggested Readings:

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

Note: Latest edition of text books may be used.

3-YEAR BACHELOR OF ACCOUNTING DEGREE

Pre-requisite: A student after qualifying at I and II semesters on further qualifying at III and IV semesters' examinations securing 80 credits will be awarded Advanced Diploma in Accounting provided he secures additional 4 credit in skill based vocational courses offered during first year or second year summer term.

Qualification awarded: A student on qualifying at I, II, III, IV semesters and thereafter qualifying at V and VI Semesters' examinations securing 120 credits shall be awarded 3-year Bachelor of Accounting Degree in the Major discipline.

Semester V

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Advanced Financial Accounting	FAMA 5	5	100	60	15	75
Financial Analysis	FAMA 6	5	100	60	15	75
	MI-2	5	100	60	16	75
	MI-3	5	100	60	15	75
Total		20	400			300

PAPER BAacctgFAMA5: ADVANCED FINANCIAL ACCOUNTING

Course Objectives:

The course aims at:

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

Course Contents:

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

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

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

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

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

Value Chain Analysis: Concept, Value chain linkages; Internal linkages; Supplier linkages; Customer linkages; Role of value-chain in decision analysis; Practical Exercises and Case studies of Indian companies.

Course Exit Learning Outcomes:

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

- *Ability to compile and critique the advanced external financial reports, including Environmental accounting reports, Social accounting reports, Sustainability reports and Integrated reports based on extensive and deep knowledge of best practices, methods and techniques relevant to external financial reporting practices.*
- *Ability to use a range of specialised skills to identify, analyse and address complex, abstract and/or integrated financial problems by drawing systematically from the standards, methods and techniques relevant to financial accounting practices according to the demand of the contextualised problem.*
- *Ability to present contextualised financial opinion and arguments on unfamiliar, complex*

and uncertain financial accounting problems by selecting and applying self-regulated learning skills, methods, standards and techniques appropriate to contemporary financial reporting practices.

Suggested Readings:

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

Note: Latest edition of text books may be used

PAPER BAacctgFAMA6: FINANCIAL ANALYSIS

Course Objectives:

The objective of this course is to:

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

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

Course Contents:

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

Unit II: Financial Statement Analysis: Financial Statement Analysis: Meaning, Significance Objectives, importance; Analysis and interpretation of financial statements from investor and company point of view, Horizontal Analysis and Vertical Analysis of Company Financial Statements. Cash flow analysis Tools for Financial Statement Analysis: Cash flow analysis, ratio analysis - Accounting Ratios: Meaning, Objectives, Advantages, classification and computation; Liquidity Ratios: Current ratio and Quick ratio. Solvency Ratios: Debt to Equity Ratio, Total Asset to Debt Ratio, Proprietary Ratio and Interest Coverage Ratio. Debt to Capital Employed Ratio. Activity Ratios: Inventory Turnover Ratio, Trade Receivables Turnover Ratio, Trade Payables Turnover Ratio, Fixed Asset Turnover Ratio, Net Asset Turnover Ratio and Working Capital Turnover Ratio. Profitability Ratios: Gross Profit Ratio, Operating Ratio, Operating Profit Ratio, Net Profit Ratio and Return on Investment. Prospective analysis, Du Pont Analysis and Du Pont Chart. Limitations of financial statement analysis.

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

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

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

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

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

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

Course Exit Learning Outcomes:

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

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

Suggested Readings:

1. Bernstein, Leopold A. and Johan J, Wild. *Analysis of Financial Statements*. Tata McGraw Hill, New Delhi.
2. Helfert, Erich A. *Techniques of Financial Analysis*. Tata McGraw Hill.
3. Khan M. Y. and Jain, P.K. *Advanced Financial Management*. Tata McGraw Hill, New Delhi.
4. Pandey, I. M. *Advanced Financial Management*. Vikas Publishing home Pvt Ltd, New Delhi.
5. Penman, Stephen H. *Financial Statement Analysis*. McGraw Hill, International Edition, New York

6. Vause, Bob. *Analysing Companies*. The Economist, Profile Books Ltd, London.
7. Wild, Subramanyam and Halsey. *Financial Statement Analysis*. Tata McGraw Hill.

Note: Latest edition of text books may be used.

Semester VI

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Accounting for Financial Institutions	FAMA7	5	100	60	15	75
Government Accounting	FAMA8	5	100	60	15	75
	MI4	5	100	60	15	75
E-Tax Compliance	SEC3	3	100	15	30	45
Internship	I-3	2				45
Total		20	400			300

PAPER MACctgFAMA7: ACCOUNTING FOR FINANCIAL INSTITUTIONS

Course Objectives:

The course aims to:

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

Course Contents:

Unit I: Banking Company Accounts: Accounting legislation for banks, Banking Company Accounts; Special features of bank accounts - Division of bank accounts (committed and internal accounts), Basic characteristics of their application; Cash, bank accounts, liabilities from short sales, Deposits and loans by issuing banks, Deposits, loans and other claims and liabilities from other banks; Client Accounts - Standard and classified loans and other claims

for customers, Client deposits; Securities, derivatives, other claims and liabilities and transitional accounts; Intangible, tangible property, shares, securities held to maturity, foreign subsidiaries and agencies; Capital accounts, long-term liabilities and closing Accounts; Costs, profits; Off-balance sheet accounts; legal framework, Risks measurement and disclosures, Capital adequacy (Basel II and Basel III), Performance analysis. Preparation of Profit and Loss Account and Balance Sheet of a Banking Company.

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

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

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

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

Unit IV: Financial Services Company Accounts: Overview, Environment and importance of financial services in an economy, Constituents and cultures in financial services sector, Functional classification of financial services, Major forces driving financial services; Accounts of Merchant Bankers, Stock and Commodity Market Intermediaries; Mortgages – traditional and non-traditional, Securitization; Regulation of merchant banking activity, SEBI guidelines.

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

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

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

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

Course Exit Learning Outcomes:

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

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

Suggested Readings:

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

Note: Latest edition of text books may be used.

PAPER BAacctgFAMA8: GOVERNMENT ACCOUNTING

Course Objectives:

This course aims to:

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

Course contents

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

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

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

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

Unit V: Quality Assurance Procedures: Checks against errors and mis-statements, Reconciliation between Accountant General and Controlling Officers, Maintenance and review of Broadsheets, Analysis and clearance of suspense and remittance heads, Internal Test Audit (ITA), Control Accounts for verification and exclusion checks, Classified Abstracts (DDR portion and Proof Sheet), Detail Books and Disburser's Account, Journal, Reconciliation of differences under Reserve Bank Deposits in figures as per Government accounts and those communicated by Central Accounts Section of the RBI, Checks related to timeliness, completeness and overall reliability, Trial Balance, Review of Balances, Exclusions of Treasury and Divisional accounts, Review against schedule of preparation, Reconciliation between Finance and Appropriation Accounts .

Institutions for Auditing - Central Vigilance Commission (CVC), Comptroller and Auditor General of India (CAG), State Accountant and Auditor General (SAG) –Role and functions in Public Account Audits.

Course Exit Learning Outcomes:

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

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

Suggestive Readings:

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

Note: Latest Edition of reference/text books

4-YEAR BACHELOR OF ACCOUNTING HONOURS DEGREE

Pre-requisite: A student after qualifying at I and II semesters and at III and IV semesters' on further qualifying at V and VI semester examinations securing 80 credits will be eligible for admission to **4-year UG Honours Degree** in Accounting provided he secures additional 4 credit in skill based vocational courses offered during first year or second year summer term.

Qualification awarded: A student on further qualifying at VII and VIII semesters' examinations provided he secures 160 credits shall be awarded 4-Year Bachelor of Accounting Honours in the major discipline.

Semester VII

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Accounting for Financial Instruments	FAMA9	5	100	60	15	75
Forensic Accounting	FAMA10	5	100	60	15	75
	MI5	5	100	60	15	75
	MI6	5	100	60	15	75
Total		20	400			300

PAPER BAacctgFAMA9: ACCOUNTING FOR FINANCIAL INSTRUMENTS

Course Objectives:

The course aims to:

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

Course Contents:

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

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

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

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

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

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

Course Exit Learning Outcomes:

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

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

Suggested Readings:

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

Note: Latest edition of text books may be used.

PAPER BACCTGFAMA10: FORENSIC ACCOUNTING

Course Objectives:

This course aims at:

- ☐ *Imparting the knowledge and understanding of investigation, detection and management of fraud perpetrated in books of accounts of enterprises.*
- ☐ *Developing ability to interrogate multiple sources of knowledge and information for conducting forensic investigation*

Course Contents:

Unit I: Forensic Accounting: 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 statement fraud - Financial Statement Analysis, Analytic Techniques; Accounting and audit techniques; Sources of information; Detective and investigative tools and techniques; Investigative interview analysis; Fraud prevention, recognition of potential fraudulent situations.

Unit II: Forensic Accounting and Legal Environment: Tax evasion; Economics of crime; Organized crime; Financial crimes; Bank and Finance; Cyber-crimes; Money laundering and the Financial Intelligence Act 3 of 2007.

Unit III: Forensic Investigation: Concept of Investigations, Types of Investigations - Fraud Investigation, Corruption Investigation, Asset misappropriation Investigation, Cash theft Investigation, Fraudulent disbursements Investigation, Inventory frauds Investigation, Misuse of assets; Interrogation of fraud, Forensic Investigation - Methodology, Stages in computer forensic examination - Readiness, Evaluation, Collection, Analysis, Presentation, Review; Reporting, Issues in Forensic Investigation

Unit IV: 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 V: 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.

Fraud Management: Culmination, consequences, and policy implications of corporate frauds.

Resolution of Fraud: Legal follow up. Enforcement of Court Orders;

Course Exit Learning Outcomes

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.

Semester VIII

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Global Accounting Standards and Applications	FAMA11	5	100	60	15	75
Accounting for Multinational Enterprises	FAMA12	5	100	60	15	75
	MI7	5	100	60	15	75
	MI8	5	100	60	15	75
Internship	1-3	2				45
Total		20+2	400			300

PAPER BAacctgFAMA11: GLOBAL ACCOUNTING STANDARDS

Course Objectives:

This course aims to:

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

Course Contents:

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

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

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

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

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

Course Exit Learning Outcomes:

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

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

Suggested Readings:

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

Note: Latest edition of text books may be used.

PAPER BacctgFAMA12: ACCOUNTING FOR MULTINATIONAL ENTERPRISES

Objective:

This course aims at

- ☐ *Broadening and enriching students' knowledge of international accounting and global financial reporting practices.*
- ☐ *Equip and prepare students for future endeavours in global market.*

Course contents

UNIT-I: International Accounting: Worldwide accounting diversity, international convergence, international financial reporting standards (IFRS), international sources of authority and the standard setting process, progress towards international harmonization, national standard setting authority and timetable for convergence with IFRS. Accounting standards, interpretations and guidance notes on various accounting aspects issued by the ICAI and their applications, framework for the preparation and presentation of financial statements- presentation of financial statements, accounting policies, changes in accounting estimates and errors.

UNIT II: International Financial Reporting Standards (IFRS): Borrowing costs, Operating segment, income tax, construction contracts, leases, employee benefits, record transactions in terms of capital reconstruction schemes, liquidations, mergers and acquisitions, differentiate between accounting theory and practice relating to government and non-profit organizations in relation to commercial entities and know the salient features of IFRS for SME's.

UNIT-III: Income and revenue: Construction contracts, assets-inventories, property, plant and equipment, accounting for government grants and disclosures of government assistance,

borrowing costs, leases, intangible assets, investment properties, agriculture, impairment of assets, exploration for and evaluation of mineral resources, liabilities - provisions, contingent liabilities and contingent assets, employee benefits, share-based payments, income taxes, financial instruments. Case studies and Exercises of Indian companies

UNIT-IV: Group Accounts: Regulatory framework, consolidated statement of financial position, consolidated statement of comprehensive income, investment in associates, interests in joint ventures, the effects of changes in foreign exchange rates. Case studies and Exercises of Indian companies.

UNIT-V: Disclosure and Analysis: Earnings per share, statement of cash flows, operating segments, non-current assets held for sale and discontinued operations, events after the reporting period, related party disclosures, interim financial reporting. Case studies and Exercises of Indian companies.

Course Exit Learning Outcomes:

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

- ☐ Knowledge and understanding of relevant international financial reporting standards.
- ☐ Develop capability to use the knowledge and understanding of accounting theory, practice and standards in maintaining the records of international enterprises.
- ☐ Ensure compliance with the regulatory framework in maintaining the records and Disclosures.

Suggested Readings:

1. Doupnik, T. and Pereira, H. *International Accounting*. McGraw-Hill.
2. *International Financial Reporting Standards, Vol. I & II*, Taxman Publications.
3. Needles, B. E. and Powers, M. *International Financial Reporting Standards*. South-Western College Publishing.
4. Nobes, C. and Parker, R. *Comparative International Accounting*. Prentice Hall.
5. Rathore, S. *International Accounting*. Prentice Hall India.
6. Saudagaran, S. M. *International Accounting: A User Perspective*. CCH, Inc.

Note: Latest edition of text books may be used.

4-YEAR BACHELOR OF ACCOUNTING HONOURS WITH RESEARCH DEGREE

Pre-requisite: Students who secure 75% marks and above in the first six semesters and wish to undertake research at the undergraduate level can choose a research stream in the fourth year.

Qualification awarded: The students who secure 160 credits, including 12 credits from a research project/dissertation, are awarded 4-Year Bachelor of Accounting Honours with Research in Major Discipline. The students should undertake and complete a research project

or dissertation under the guidance of a faculty member of the University/College. The research project/dissertation will be in the major discipline.

Semester VII

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Accounting for Financial Instruments	FAMA9 *	5	100	60	15	75
Forensic Accounting	FAMA10*	5	100	60	15	75
	MI5	5	100			75
	MI6	5	100			75
Total		20	400			300

Note: * Detailed Course Content of FAMA9 Accounting for Financial Instruments and FAMA10 Forensic Accounting are as given on pages 38 and 40 respectively

Semester VIII

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Business Research Methods	RM1	5	100	60	15	75
Statistical Analysis of Research Data using Software (Excel, SPSS, etc.)	RM2	5	100	15	60	75
Dissertation	RM3	12	200			180
Total		22	400			330

PAPER BAacctgRM1: BUSINESS RESEARCH METHODS

Course Objectives:

The objectives of the course are to:

- ☐ Provide understanding of concepts, tools and techniques of carrying out business research.
- ☐ Expose students with the methods and process of data analysis for scientific research.

Course Contents:

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

Research Problem: Selection of Problem of Research, Research Problems in Social Sciences, Components and Sources of Research Problem, Defining Research Problem, Evaluation of Research Problem.

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

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

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

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

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

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

Unit IV: Data Analysis:

Univariate Data Analysis Techniques: Descriptive Statistical Measures; Use of Charts and Graphs.

Bivariate Data Analysis Techniques: Descriptive Statistics, Simple Correlation, Simple Regression, Linear Regression, Panel Data Regression - Pooled Regression, Fixed Effect and Random Effect Models, Logistic Regression, Ordinal Regression, Probit, Concepts of adjusted R-square, Autocorrelation, Serial Correlation, Multicollinearity, Heteroscedasticity (for time series regression), Stationarity.

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

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

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

Testing Significance of Results - Parametric Tests: Choosing between the two, Level of Significance, One sample z test, Two samples z test, One sample t test, Two samples t test, Paired sample t test,

Non-Parametric Tests: Chi-square test, Mann Whitney U Test, Wilcoxon Signed Rank Test. Univariate Normality Tests - Kolmogorov Smirnov Test, Shapiro-Wilk Test, Multivariate Normality Test,

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

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

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

Course Exit Learning Outcomes:

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

- ☐ *Develop thorough understanding of the fundamental theoretical ideas and logic of research and Research Standards and Research Ethics.*
- ☐ *Propose a research study and justify the theory as well as the methodological decisions.*
- ☐ *Formulate hypothesis and test the hypothesis.*
- ☐ *Use the statistical tools and software packages in research*
- ☐ *Acquire the skill in drafting research report.*
- ☐ *Capability in taking up bivariate and multi-variate data analysis in research and test the significance of results.*
- ☐ *Capability in undertaking research independently.*
- ☐ *Confidence in undertaking research projects independently.*

Suggested Readings:

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

Note: Latest edition of text books may be used.

PAPER BAacctgRM2: STATISTICAL ANALYSIS OF RESEARCH DATA USING SOFTWARE (EXCEL, SPSS, ETC.)

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: Latest edition of text books may be used.

PAPER BAacctgRM3: PROJECT REPORT/THESIS IN ACCOUNTING

This course requires students to participate in field-based learning/project generally under the supervision of an employee of the given external entity. This shall require 30 hours per credit in a semester along with 15 hours of activities such as preparation for the field projects, data analysis, preparation of reports etc., and independent reading and study.

Course Contents: For the Dissertation in Accounting the activities to be undertaken during VII Semester will include writing of project/research proposal, and after approval of the Research problem by the Departmental Research Committee undertaking research under a supervisor allocated by the department, review of related literature or studies and collection of required data.

Research Project / Dissertation (12 credits): Students choosing a 4-Year Bachelor's degree (Honours with Research) are required to take up research projects under the guidance of a faculty member. The students are expected to complete the Research Project in the eighth semester. The research outcomes of their project work may be published in peer-reviewed journals or may be presented in conferences /seminars or may be patented.

Exit Learning Outcomes of Qualification:

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

□ *Contemporary higher-level knowledge and competence in the fields of Financial Accounting, Cost Accounting, Management Accounting, Taxation, Auditing and Assurance and Finance.*

□ *Integrated knowledge of the research process – the skill to plan a research project, undertake literature review and empirical analysis, undertake interpretation of the results and come to conclusions.*

□ *Competency in identifying research problem, identify research objectives, research questions, undertake review of literature, methodology of data collection, data analysis using statistical and econometric methods and technology to analyse the data, interpreting the results and presenting the findings in the form of a written research report.*

□ *Acceptable behaviour within the academic environment, inclusive of adherence to the requirements of rules on plagiarism and copyright, and the ability to interact and collaborate effectively with others whilst taking co-responsibility for his/her own learning and research progress.*

□ *Capability to groom and develop competent researchers capable of contributing to the advancement of knowledge in the field of Accounting.*

□ *Capabilities to groom researchers in order to ensure that the research leadership and scholarly activity in accounting is widened in the country.*

(2) AUDITING AND ASSURANCE MAJOR

BACHELOT OF ACCOUNTING - CERTIFICATE

Eligibility for the UG Programmes: Senior Secondary School Leaving Certificate or Higher Secondary (12th Grade) Certificate obtained after successful completion of Grade 12 or equivalent stage of education corresponding to Level-4.

Qualification awarded: A student qualifying at Semester I and II examinations securing 40 credits shall be awarded **Certificate in Accounting** provided he secures 4 credits in work based vocational courses offered during summer term or internship / Apprenticeship in addition to 6 credits from skill-based courses earned during first and second semester.

Semester I

Subjects	Courses	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Financial Accounting I	PRC1	Nil	100	45	15	60
Financial Accounting II	PRC2	Nil	100	45	15	60
Indian Accounting Standards	FAMA1	5	100	60	15	75
Corporate Accounting I	FAMA2	5	100	60	15	75

	MDC1	4	100			60
Business Communication -English	AEC1	4	100	45	15	60
Environment Studies	VAC1	2	100	15	15	30
Total		20	700			300

PAPER BAActgFAMA1: INDIAN ACCOUNTING STANDARDS (IND AS)

Course Objective:

The course aims to

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

Course Contents:

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

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

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

Unit IV: Financial Instruments: IND AS 109 (Financial Instruments) – IND AS 32 (Financial Instruments: Presentation) - IND AS 107 (Financial Instruments: Disclosures) Recognition, Measurement and Disclosures (including Exercises, Problems and Case Studies in Corporate setup)

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

Course Exit Learning Outcomes:

On successful completion of the course the student shall demonstrate:

- ☐ *Understanding of the applicability and provisions of IND AS*
- ☐ *Application of depreciation on tangible assets, intangible assets and impairment of assets through the Ind AS*

- *Understanding the fair value concept, provisions of contingent Contracts, revenue recognition from Contracts.*
- *Recognition, measurement and disclosure of Financial Instruments as per IND AS*
- *Understanding of the process of disclosures as per Ind AS*

Suggested Readings:

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

Note: Latest edition of text books may be used.

PAPER BAacctgFAMA2: CORPORATE ACCOUNTING I

Course Objectives:

The course aims to:

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

Course Contents:

Unit I: Accounting for Share Capital: Features and types of companies Share and share capital: nature and types. Accounting for share capital: issue and allotment of equity and preferences shares.

Public subscription of shares – over subscription and under subscription of shares; issue at par and at premium, calls in advance and arrears (excluding interest), issue of shares for consideration other than cash.

Concept of Private Placement and Employee Stock Option Plan (ESOP), Sweat Equity.

Accounting treatment of forfeiture and reissue of shares.

Disclosure of share capital in the Balance Sheet of a company. Accounting for Debentures

Accounting for Debentures: Debentures: Meaning, types, Issue of debentures at par, at a premium and at a discount. Issue of debentures for consideration other than cash; Issue of

debentures with terms of redemption; debentures as collateral security-concept, interest on debentures. Writing off discount / loss on issue of debentures.

Note: Discount or loss on issue of debentures to be written off in the year debentures are allotted from Security Premium Reserve (if it exists) and then from Statement of Profit and Loss as Financial Cost (AS 16)

Unit II: Final Accounts of Companies: Meaning, Nature, Uses and importance of financial Statement. Statement of Profit and Loss and Balance Sheet in prescribed form with major headings and sub headings (as per Schedule III to the Companies Act, 2013). Preparation of Statement of Profit and Loss and Balance Sheet of Corporate Entities and Disposal of Company Profits. Cash flow statement. Notes on Accounts.

Note: Previous years' Proposed Dividend to be given effect, as prescribed in AS-4, Events occurring after the Balance Sheet date. Current years' Proposed Dividend will be accounted for in the next year after it is declared by the shareholders

Unit III: Cash Flow Statement: Meaning, objectives Benefits, Cash and Cash Equivalents, Classification of Activities and preparation (as per AS 3 (Revised) (Indirect Method only)

Notes:

(i) Adjustments relating to depreciation and amortization, profit or loss on sale of assets including investments, dividend (both final and interim) and tax.

(ii) Bank overdraft and cash credit to be treated as short term borrowings.

(iii) Current Investments to be taken as Marketable securities unless otherwise specified.

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

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

Unit V: External Reconstruction & Amalgamation & Absorption: Process and presentation of accounts in External Reconstruction - Amalgamation of companies – Meaning –features – Purchase Consideration – methods (lump sum payment method, net asset method, intrinsic value of share method – Absorption Process and Accounting entries – practical problems in all three situations.

Course Exit Learning Outcomes:

☐ *Ability to understand the Issue, forfeiture, Reissue of Shares – Debenture Issue and Redemption*

☐ *Ability to prepare final Accounts with important adjustments at the end of the year as per Company Law*

☐ *Ability to account for the Profits Prior to Incorporation*

☐ *To know the process and accounting of External Reconstruction*

☐ *To understand the process and accounting procedure involved in Amalgamation, Absorption and Reconstruction*

Suggested Readings:

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

Note: Latest edition of text books may be used.

Semester II

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Cost Accounting I	CMAMA1	5	100	60	15	75
Auditing and Assurance	AAMA1	5	100	60	15	75
	MDC2	4	100			75
Computerised Accounting	SEC1	3	100	15	30	45
Understanding India	VAC2	2	100	30		30
Internship	I-1	2				45
Total		21	500			300

PAPER BAacctgCMAMA1 :COST ACCOUNTING-I

Course Objectives:

The course aims to:

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

Course Contents:

Unit-I: Introduction: Meaning and Definition: Cost – Costing – Cost Accounting – Cost Accountancy – Objectives of Cost Accounting – Scope of Cost Accounting – Differences

between Cost Accounting and Financial Accounting – Functions of Cost Accountant – Users of Cost Accounting – Essentials of a Good Cost Accounting System – Installation of Costing System – Cost Objects – Responsibility Centres – Advantages and Limitations of Cost Accounting – Classification of Costs – Methods of Costing – Techniques of Costing – Meaning of Cost Standards (Concepts and Theory only)

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

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

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

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

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

Course Exit Learning Outcomes:

After learning this course students should be able to:

- ☐ *Able to have a clear knowledge about cost concepts, cost elements, methods and techniques of costing*
- ☐ *Understand the elements of material control, Inventory control and Labour cost control.*
- ☐ *Know the payroll system and procedures, types of wages payment and incentive methods and effect of labour turnover on production*
- ☐ *Know the classification of overheads and accounting of control of manufacturing, administrative and selling & distribution overheads.*

- *Prepare a Cost Sheet for Single Output/Unit Costing*
- *Ascertain costs in Job Costing, Batch Costing, Contract Costing Process Costing Service Costing*

Suggested Readings:

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

Note: Latest edition of text books may be used.

PAPER BAacctAAMA1: AUDITING AND ASSURANCE:

Course Objective:

This course aims at:

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

Course Contents:

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

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

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

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

Unit V: Audit of Limited Companies and Others: Company Auditor – Appointment – Qualification - Powers - Duties and Liabilities – Professional Ethics of an Auditor - Audit of Educational Institutions – Audit of Insurance Companies- Audit of Cooperative societies.

Audit of banks.

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

Course Exit Learning Outcomes:

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

- ☐ *Articulate knowledge of fundamental audit concepts*
- ☐ *Demonstrate awareness, knowledge and appreciation in application of auditing principles and practices in business operations.*
- ☐ *Describe the auditor's responsibility for assessing fraud risk and detecting fraud.*
- ☐ *Understand the role of an Auditor in verifying and valuation of Assets and Liabilities*
- ☐ *Understand and follow the ethical standards in audit profession*

Suggested Readings:

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

Note: Latest edition of text books may be used.

BACHELOR OF ACCOUNTING - ADVANCED DIPLOMA

Pre-Requisite: A student after qualifying at I and II semesters on further qualifying at III and IV semesters' examinations securing 80 credits will be awarded **Advanced Diploma in Accounting** provided he secures additional 4 credit in skill based vocational courses offered during first year or second year summer term.

Qualification awarded: Students who opt to exit after completion of the second year and have secured 80 credits will be awarded the UG diploma if, in addition, they complete one vocational course of 4 credits during the summer vacation of the second year.

Semester III

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Income Tax I	TXMA1	5	100	60	15	75
Statistical Applications in Business	DAMA1	5	100	60	15	75
	MDC3	4	100			
Business Communication (MIL)	AEC2	4	100	45	15	60
Health, Wellness & Yoga	VAC3	2	100	15	15	30
Total		20				

PAPER BAacctgTXMA1: INCOME TAX I

Course Objectives:

The objective of this paper is to:

- ☐ *Make the student to gain knowledge about the direct tax laws in force for the relevant previous year.*
- ☐ *Provide insight to understand the computation of Income under various heads for the assessment of tax liability for various assesses.*

Course Contents:

Unit I: Income Tax Act, 1961 – An Overview: Background, Important definitions, Determination of Residential Status, Basis of Charge, Scope of Total Income, Tax Rates in

accordance with the applicable Finance Act for the relevant assessment year, Agricultural Income, Incomes which do not form part of total Income,

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

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

Unit III: Income from Profits and Gains from Business and Profession: Profits and Gains from Business and Profession: Business and Profession – An overview, Chargeability, Profits and Losses of Speculation Business, Deductions Allowable, Expenses Disallowed, Deemed Profits u/s 41, Maintenance of Accounts, Tax Audit, Presumptive Base Taxation, Practical Case Studies.

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

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

Course Exit Learning Outcomes:

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

- ☐ *Understand the latest provisions of income tax, rates of tax, cess etc as applicable for the Assessment year.*
- ☐ *Understand the basis of Charge of income tax based on residential status of assesses. Identify incomes which are taxable and those that are exempted.*
- ☐ *Understand and apply the basis of charge of income with a focus on different heads on income.*
- ☐ *Compute taxable income under different heads of income. Compute total taxable income of different assesses.*

- *Work as tax consultant, audit assistant and other supporting services*

Suggested Reading:

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

Note: Latest edition of text books may be used.

PAPER BAacctgDAMA1: STATISTICAL APPLICATIONS IN BUSINESS

Course Objectives:

The course aims to:

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

Course Contents:

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

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

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

Positional Averages: Median and Mode, Partition values (Quartiles and Deciles, Percentile), Empirical relation between Mean, Median and Mode- Merits and Demerits of Mean, Median and Mode. Exercises on Analysis and Interpretation of Measures of Central Tendency.

Unit-II Measures of Dispersion: Concept of Dispersion, Requirements of good measures of dispersion. - Absolute and Relative measures of dispersion. Range, Quartile Deviation (Q.D.) Mean Deviation (M.D.) Standard Deviation (S.D.) and Variance: Combined S.D. for two groups, Coefficient of Variation (C.V.): Definition and Its Uses -Merits and Demerits of Q.D., M.D. and S.D – Measures of Skewness – Karl Pearson and Bowley's coefficients of Skewness. Exercises on Analysis and Interpretation of Dispersion Measures.

Unit-III Analysis of Bi-variate data: Correlation-Concept and Types of correlation-Methods of studying correlation, Scatter Diagram, Karl Pearson's correlation coefficient, Spearman's rank correlation coefficient, Coefficient of Determination.

Regression: Concept of regression, Lines of regression, Regression Coefficients, Relation between correlation coefficient and regression coefficients. Exercises on Analysis and Interpretation of Correlation and Regression

Unit-IV: Analysis of Time Series: Definition and Uses of Time Series, Components of time series, Methods of determination of Trend and Seasonal Variations.

Index Numbers: Need and meaning of Index Numbers, Price, Quantity and Value based index numbers, - Simple and Weighted index numbers, Fisher's Ideal index numbers. Tests Of adequacy of index numbers. Exercises on Index Numbers.

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

Course Exit Learning Outcomes:

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

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

Suggested Readings:

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

Note: Latest edition of text books may be used.

Semester IV

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Standards of Audit	AAMA2	5	100	60	15	75
Internal Control and Internal Audit	AAMA3	5	100	60	15	75
	MI 1	5	100			75
e Auditing	SEC2	3	100	15	30	45
Internship	1-2	2				45
Total		20	400			

PAPER BAacctgAAMA2: STANDARDS OF AUDIT**Course Objectives:**

This course aims to:

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

Course Contents

Unit I: General Principles and Responsibilities: SA 200 Overall Objectives of the Independent Auditor and the Conduct of an Audit in Accordance with Standards on Auditing; SA 210 Agreeing the Terms of Audit Engagements; SA 220 Quality Control for an Audit of Financial Statements; SA 230 Audit Documentation; SA 240 The Auditor's Responsibilities Relating to Fraud in an Audit of Financial Statements; SA 250 Consideration of Laws and Regulations in an Audit of Financial Statements; SA 260 (Revised) Communication with those Charged with Governance; SA 265 Communicating Deficiencies in Internal Control to those Charged with Governance and Management; SA 299 Responsibility of Joint Auditors; SA 300 Planning an Audit of Financial Statements; SA 315 Identifying and Assessing the Risks of Material Misstatement through Understanding the Entity and Its Environment; SA 320 Materiality in Planning and Performing an Audit; SA 330 The Auditor's Responses to Assessed Risks; SA 402 Audit Considerations Relating to an Entity Using a Service Organisation; SA 450 Evaluation of Misstatements Identified during the Audit.

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

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

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

Unit V: Audit in Specialized Areas: SA 800 Special Considerations-Audits of Financial Statements Prepared in Accordance with Special Purpose Frameworks; SA 805 Special Considerations-Audits of Single Financial Statements and Specific Elements, Accounts or Items of a Financial Statement; SA 810 Engagements to Report on Summary Financial Statements.

Course Exit Learning Outcomes:

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

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

Suggested Readings:

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

Note: Latest edition of text books may be used.

PAPER BAacctgAAMA3: INTERNAL CONTROL AND INTERNAL AUDIT

Course Objectives

This course aims to

- ☐ *Provide understanding of the requirement of internal audit and the expectations of the client from internal auditors*
- ☐ *Develop capability to install an internal control system and skills to perform the functions of an internal auditor.*
- ☐ *Provide knowledge of undertaking evaluation and risk assessment of internal control system.*
- ☐ *Develop the capability to perform internal audit and submit an internal audit report.*

Course Contents:

Unit I: Internal Control: Meaning Objectives, Components of Internal Control, Auditors internal control system records. 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.

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.

Evaluation of Internal control: Internal control components including limitations and deficiencies, computer systems controls.

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

Report on Internal Controls: Requirements and methods of reporting significant deficiencies in internal control to management.

Unit IV: 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 V: 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.

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

Course Exit Learning Outcomes

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

- ☐ *Understanding of the skills needed in internal audit, internal audit standards, its need and functions in an organization.*
- ☐ *Capability to install an internal control system and perform the functions of an internal auditor.*
- ☐ *Capability to perform internal audit and submit a internal audit report.*

Suggested Readings:

1. Manjunatha, J.M. and others. *Auditing and Assurance*. Himalaya Publishing House.
2. Pagare, Dinakar. *Practice of Auditing*. Sultan Chand
3. Ramaswamy, M. S. *Principles and Practice of Auditing*.
4. Saxena, R.G. *Principles and Practice of Auditing*. Himalaya Publishing House
5. Sharma, T.R. *Auditing Principles and Problems*. Sahitya Bhawan, Agra.
6. Tandon, B. N. *Practical Auditing*. Sultan Chand
7. Usha Devi et al. *Auditing* VBH

Note: Latest edition of text books may be used.

3-YEAR BACHELOT OF ACCOUNTING DEGREE

Pre-requisite: A student after qualifying at I and II semesters on further qualifying at III and IV semesters' examinations securing 80 credits will be awarded Advanced Diploma in Accounting provided he secures additional 4 credit in skill based vocational courses offered during first year or second year summer term.

Qualification awarded: A student on qualifying at I, II, III, IV semesters and thereafter qualifying at V and VI Semesters' examinations securing 120 credits shall be awarded 3-year **Bachelor of Accounting Degree in the Major discipline.**

Semester V

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Central Government Audit	AAMA4	5	100	60	15	75
Cost Audit and Management Audit	AAMA5	5	100	60	15	75
	MI2	5	100			75
	MI3	5	100			75
Total		20	400			300

PAPER BAcctgAAMA4: CENTRAL GOVERNMENT AUDIT

Course objectives:

The objectives of this course are to-

- ☐ *Provide knowledge and understanding of the statutory requirements and practice of audit in government.*
- ☐ *Provide knowledge and understanding of the accounting practice and audit requirement of different government enterprises in India to equip them with the same*

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 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).

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.

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.

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.

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.

Unit V: Audit Reports and follow up; 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.

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.

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.

PAPER BAacctgAAMA5: COST AUDIT AND MANAGEMENT AUDIT

Course Objectives:

The course objectives are:

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

Course Contents:

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

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

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

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

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

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

Course Exit Learning Outcomes:

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

- ☐ *Understand the basics of Cost Accounting Rules.*
- ☐ *Analyse and estimate the different element of cost as per the Cost Accounting Standards.*
- ☐ *Understand the cost audit report as per new cost auditing rules.*
- ☐ *File the Cost Audit Report to the MCA as per XBRL Format*
- ☐ *Demonstrate the understanding of Management Audit*
- ☐ *Discuss different types of audits such as Energy audit, social audit, etc.*
- ☐ *Prepare Management Audit Report.*

Suggested Readings:

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

Note: Latest edition of text books may be used.

Semester VI

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Audit of Public Sector Enterprises	AAMA6	5	100	60	15	75
Forensic Audit and Fraud Detection	AAMA7	5	100	60	15	75
	MI4	5	100			75
E-Taxation	SEC3	3	100	15	30	45
Internship	I-2	2				
Total		20	400			300

PAPER. BAacctgAAMA6: AUDIT OF PUBLIC SECTOR ENTERPRISES

Course Objectives;

- ☐ To provide knowledge of constitutional provisions and guidance on the methodology and techniques of audit of Indian Railways.
- ☐ To equip students with the knowledge and understanding of legal provisions and the methodology of audit of LIC of India and public sector banks
- ☐ To provide knowledge and develop capability for the audit of public sector companies, local bodies and institutions availing government grants.

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 practice of public finance and provisions in the Constitution of India regarding devolution of powers to tax to governments at different levels.*
- ☐ *Knowledge and understanding of the provisions in the Constitution of India regarding audit of public sector enterprises. LIC of India, public sector banks and other companies.*

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.

PAPER AAMA7: FORENSIC AUDIT AND FRAUD DETECTION:

Course objectives:

The objective of this course is to -

- ☐ *Develop understanding of nature of corporate frauds and to sensitise them about the implications.*
- ☐ *Equip the learner with knowledge and skill of investigating, detecting, reporting and managing the corporate 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. Fraud Prevention-Strategies, Fraud prevention for consumers and businesses;

Unit II: 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. **Business frauds:** Overview, Case study of (a) Satyam Computers Case, (b) ILL&FS Case, (c) Enron Case, (d) World Com Case

Banking Frauds: Overview- Case study of (a) Barring Bank Case, (b) Nirav Modi and Mehul Choksi Fraud Case, (c) Vijay Malya Fraud Case

Capital Market Frauds: Overview, Case study of (a) Harshad Mehta Case, (b) Ketan Parakh Case

Unit III: Fraud 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 Accounting and Working Environment, Issues in Forensic Audit.

Unit IV: 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 V: Fraud Reporting: Fraud report to management, Follow up - Litigation, and Recovery Process. Valuation of Damages, Damage Analysis; Auditor's Responsibility; Other types of misconduct.: Foreign Corrupt Practices Act (FCPA) Investigation, Anti-money laundering investigation.

Course Exit Learning Outcomes:

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

- ☐ *Understanding of the nature and implications of frauds in corporate set up.*
- ☐ *Develop capability in managing the corporate enterprise preventing frauds.*
- ☐ *Understand and apply the knowledge gained in investigating, detecting, reporting and managing the frauds in corporate set up.*
- ☐ *Ensure resolution of frauds and prevent their recurrence*

Suggested Readings:

1. Banerjee, Robin. *Corporate Frauds: Business Crimes now Bigger, Broader, Bolder*. Sage Publications 2021
2. Banerjee, Robin. *Who Blunders and How: The Dumb side of the Corporate World*.
2. Michael, J. Comer. *Corporate Fraud*. Routledge
4. Palak Shah. *The Market Mafia: Chronicle of India's Technology Stock Market*.
5. Smarak Swain. *The Great Indian Fraud: Serious Frauds that Sook the Economy*.
6. Varun Chandra. *The Curious Case of Black Money and White Money: Exposing the Dirty Game of Money Laundering*.

Note: Latest edition of text books may be used.

4-YEAR BACHELOR OF ACCOUNTING HONOURS DEGREE

Pre-requisite: A student after qualifying at I and II semesters and at III and IV semesters' on further qualifying at V and VI semester examinations securing 80 credits will be eligible for admission to **4-year UG Honours Degree** in Accounting provided he secures additional 4 credit in skill based vocational courses offered during first year or second year summer term.

Qualification awarded: A student on further qualifying at VII and VIII semesters' examinations provided he secures 160 credits shall be awarded 4-Year Bachelor of Accounting Honours in the major discipline.

Semester VII

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Information Systems Audit	AAMA8	5	100	60	15	75
Advanced Auditing & Assurance	AAMA9	5	100	60	15	75
	MI5	5	100			75
	MI6	5	100			75
Total		20	400			300

PAPER BAacgtAAMA8: INFORMATION SYSTEMS AUDIT

Course Objectives:

This course aims to

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

Course Contents:

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

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

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

Unit IV: Data Centre Audit: Backup Procedures, Security Environment, Security Procedures, Data Centre Policies and Procedures, Data Centre Personnel, Data Centre Equipment; Data Centre Audit, Audit Process; Review of Documents, Interview with Key Personnel, Recording Observations, Audit Report.

Unit V: E Commerce Audit: Types of E Commerce, Risk in E Commerce, Electronic Payment Systems, Risk in Payment Systems, Frauds in E Commerce; E Commerce Audit Approach– Evaluation of Business Aspects, Risk Assessment, Identification and Authentication of System and records, Data Validation and Authentication, Data Storage Integrity, Compliance with Regulations and Best Practices, Third Party Services, Audit Report.

Course Exit Learning Outcomes:

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

- ☐ *Understanding of the role and function of the information system in business operations.*
- ☐ *Competence and expertise in the area of information system audit.*
- ☐ *Ability to undertake effective information system audit.*

Suggested Readings:

1. Gibson, Davnil and Igonor, Andy. (2020). *Managing Risk in Information Systems*. Jones & Bartlett Learning.
2. Hall, James A. (2015). *Information Technology Auditing*. Cengage Learning
3. Isaac. (2015). *Security Audit and Control Features SAP ERP*. Isaac.
4. Kegerreis, Mike Shiller, and Mike Daves, Chris. (2019). *IT Auditing Using Controls to Protect Information Assets*. Jones & Bartlett Learning.
5. Musaji, Yusufali F. (2002). *Integrated Auditing and ERP System*. Wiley
6. Natan, Ron Ben (2005). *Implementing Data Base Security and Auditing*. Elsevier Digital Press.
7. Skalk, Steven L. Golden, Thomas W. and Clayton, Mona M. (2011). *A Guide to Forensic Accounting Investigation*.
8. Weiss, Martin Solomon, Michael G. (2010). *Auditing IT Infrastructures for Compliance*.
9. ICAI (2009). *Technical Guide on Information Systems Audit*. Sahitya Bhawan Publications, Agra

Note: Latest edition of text books may be used.

PAPER BAcctgAAMA9: ADVANCED AUDIT AND ASSURANCE

Course Objectives

This course aims to

- ☐ *Provide understanding of the essentials of audit, audit standards, audit strategy, audit planning and programming audit techniques and audit work.*
- ☐ *Provide knowledge on audit standards, and the institutions for setting audit standards.*
- ☐ *Equip the students with understanding of audit risks and capability to develop appropriate strategy and plan for audit work.*
- ☐ *Provide knowledge of audit documentation and audit evidence.*

Course Contents

Unit I: Audit Standards: International Auditing and Assurance Standard Board (IAASB); Generally Accepted auditing standards (GAAS), Auditing and Assurance Standards Board (AASB); Auditing and Assurance Standards (AASs); Standards on Auditing, Guidance Note(s) issued by the ICAI; Engagement Standards: Elements of System of Quality Control; Ethical requirements relating to an audit of financial statements.

Audit Standards setting process: Nature, Objective and Scope of Audit standards: Audit Standard Setting Process: Overview, Standard-setting process,

Unit II: Standards of Audit (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

Unit III: Statements and Guidance Notes: Statements and Guidance Notes on Auditing issued by the ICAI; Significant differences between Auditing and Assurance Standards and International Standards on Auditing.

Unit IV: Audit Risks: 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, Inherent Limitations of an audit.

Audit Strategy: Audit Strategy; Effect of fraud and misstatements on the 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

Audit Planning and Programming: Need and importance of audit planning; Contents of Audit plan; Strategy for the flow of audit work; 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 another auditor, internal auditor.

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.

Course Exit Learning Outcomes

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.*
- ☐ *Knowledge on audit standards, and the institutions for setting audit standards.*
- ☐ *Understanding of audit risks and capability to develop appropriate strategy and plan for audit work.*

□ *Knowledge of audit documentation and audit evidence.*

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. Tandon, B. N. *Practical Auditing*. Sultan Chand
10. Usha Devi et al. *Auditing* VBH

Note: Latest edition of text books may be used.

Semester VIII

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Special Audits	AAMA10	5	100	60	15	75
Audit Function and Professional Ethics	AAMA11	5	100	60	15	75
	MI-7	5	100			75
	MI-8	5	100			75
Total		20	400			300

PAPER BAacctgAAMA10: SPECIAL AUDITS:

Course Objectives

This course aims to

- *Provide knowledge and information to students on statutory requirements regarding special audit practices.*
- *Develop understanding of students on matters related with social and environmental concerns*
- *Update the knowledge of students on contemporary audit practices.*

Course Contents:

Unit I: Management Audit: Meaning, Definition, Objectives, Types, Management audit procedure.

Unit II: Propriety Audit: Meaning, Objectives, Some examples – CAG Audit of government Revenue and Expenditure.

Unit III: Efficiency Audit cum Performance Audit: Meaning, Objective – Vale of Money (VoM) Audit, Some examples – Review of performance of Projects, Programmes, Schemes, Organisations.

Unit IV: Environmental Audit: Meaning, Objectives, Kyoto Protocol, Guidelines of Environment Department, Some examples – Compliance of statutory and internal requirements, Facilitating Management Control of Environmental Practices.

Unit V: Social Audit: Meaning, Definition, Objectives, Types, Scope – Items examples, Some examples - Model of MNAREGA Social audit, Report of the Aruna Roy Committee.

Course Exit Learning Outcomes

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

- ☐ *Knowledge on statutory requirements regarding special audit practices.*
- ☐ *Understanding on matters related with social and environmental concerns*
- ☐ *Updated knowledge on contemporary audit practices.*

Suggested Readings:

1. Gupta, Karnal. *Contemporary Auditing*. Tata Mc. Graw-Hill, New Delhi
2. Pagare, Dinakar. *Practice of Auditing*. Sultan Chand
3. Tandon, B.N. *Principles of Auditing*, S. Chand and Company, New Delhi.
4. Tandon, B. N. *Practical Auditing*. Sultan Chand
5. Usha Devi et al. *Auditing* VBH

Note: Latest edition of text books may be used.

PAPER BAacctgAAMA11: AUDIT FUNCTION AND PROFESSIONAL ETHICS

Course Objectives:

This course aims to

- ☐ *Develop understanding of essentials of audit function, audit standards, audit strategy, planning and programming audit techniques and audit work.*
- ☐ *Develop understanding of the role and functions of statutory auditors, their qualifications, methods of appointment, rights, duties and liabilities, professional requirements and expectations.*
- ☐ *Develop capability and understanding of the limitations of internal and external audit, treats and safeguard requirements for them.*
- ☐ *Equip the students with knowledge and understanding of professional ethics of auditors, the ICAI Code of Conduct for members and the consequences in case of violation.*

Course Contents

Unit I: Corporate Governance and Audit Function: Objective and meaning, Directors' responsibilities, Role and structure of Audit Committee,

Unit II: Limitations of Internal and External Audit: Outsourcing internal audit, strengths and limitations of outsourcing internal audit function,

Unit III: 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,

Unit IV: Professional Ethics for Auditors: Ethics-meaning, importance, nature and relevance to profession, Values and attitudes for professional auditors. Seven principles of public life-selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Unit V: Professional ethics for auditors in India: Code of Ethics with special reference to the relevant provisions of the Chartered Accountants Act 1949 and the Regulations there under.

Consequences of Non-compliance and Violation of Professional Ethics: Professional misconduct, Civil and criminal offences, Penalties, prosecution and punishment.

Exit Learning outcomes of Qualification:

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

- Understanding of essentials of audit function, audit standards, audit strategy, planning and programming audit techniques and audit work.
- Understanding of the role and functions of statutory auditors, their qualifications, methods of appointment, rights, duties and liabilities, professional requirements and expectations.
- Understanding of the limitations of internal and external audit, treats and the safeguard requirements for them.
- Knowledge and understanding of professional ethics of auditors, the ICAI Code of Conduct for members and the consequences in case of violation.

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.

4-YEAR BACHELOR OF ACCOUNTING HONOURS WITH RESEARCH DEGREE

Pre-requisite: Students who secure 75% marks and above in the first six semesters and wish to undertake research at the undergraduate level can choose a research stream in the fourth year.

Qualification awarded: The students who secure 160 credits, including 12 credits from a research project/dissertation, are awarded 4-Year Bachelor of Accounting Honours with Research in Major Discipline. The students should undertake and complete a research project or dissertation under the guidance of a faculty member of the University/College. The research project/dissertation will be in the major discipline.

Semester VII

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Information Systems Audit	AAMA8*	5	100	60	15	75
Advanced Auditing & Assurance	AAMA9*	5	100	60	15	75
	MI5	5	100			75

	MI6	5	100			75
Total		20	400			300

Note: * Detailed course content of AAMA8: Information Systems audit, and AAMA9: Advanced Audit and Assurance are as given on pages 73 and 74 respectively.

Semester VIII

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Business Research Methods	RM1	5	100	60	15	75
Statistical Analysis of Research Data using Software (Excel, SPSS, etc.)	RM2	5	100	15	60	75
Dissertation	RM3	12	200			180
Total		22	400			330

PAPER BAacgtRM1: BUSINESS RESEARCH METHODS

Course Objectives:

The objectives of the course are to:

- ☐ Provide understanding of concepts, tools and techniques of carrying out business research.
- ☐ Expose students with the methods and process of data analysis for scientific research.

Course Contents:

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

Research Problem: Selection of Problem of Research, Research Problems in Social Sciences, Components and Sources of Research Problem, Defining Research Problem, Evaluation of Research Problem.

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

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

Unit II: Review of Literature: Need, Purpose and Making Notes on Literature Reviewed, Research Gap Identification. Sources of Research Papers and other published works, Search

engines and use of keywords, Systematic Review, Methods of Review of Literature. Use of software for Review of Literature.

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

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

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

Unit IV: Data Analysis:

Univariate Data Analysis Techniques: Descriptive Statistical Measures; Use of Charts and Graphs.

Bivariate Data Analysis Techniques: Descriptive Statistics, Simple Correlation, Simple Regression, Linear Regression, Panel Data Regression - Pooled Regression, Fixed Effect and Random Effect Models, Logistic Regression, Ordinal Regression, Probit, Concepts of adjusted R-square, Autocorrelation, Serial Correlation, Multicollinearity, Heteroscedasticity (for time series regression), Stationarity.

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

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

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

Testing Significance of Results - Parametric Tests: Choosing between the two, Level of Significance, One sample z test, Two samples z test, One sample t test, Two samples t test, Paired sample t test,

Non-Parametric Tests: Chi-square test, Mann Whitney U Test, Wilcoxon Signed Rank Test. Univariate Normality Tests - Kolmogorov Smirnov Test, Shapiro-Wilk Test, Multivariate Normality Test,

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

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

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

Course Exit Learning Outcomes:

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

- ☐ *Develop thorough understanding of the fundamental theoretical ideas and logic of research and Research Standards and Research Ethics.*
- ☐ *Propose a research study and justify the theory as well as the methodological decisions.*

- ☐ *Formulate hypothesis and test the hypothesis.*
- ☐ *Use the statistical tools and software packages in research*
- ☐ *Acquire the skill in drafting research report.*
- ☐ *Capability in taking up bivariate and multi-variate data analysis in research and test the significance of results.*
- ☐ *Capability in undertaking research independently.*
- ☐ *Confidence in undertaking research projects independently.*

Suggested Readings:

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

Note: Latest edition of text books may be used

PAPER BAacctgRM2: STATISTICAL ANALYSIS OF RESEARCH DATA USING SOFTWARE (EXCEL, SPSS, ETC.)

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: Latest edition of text books may be used.

PAPER BAacctgRM3: PROJECT REPORT/THESIS IN ACCOUNTING

This course requires students to participate in field-based learning/project generally under the supervision of an employee of the given external entity. This shall require 30 hours per credit in a semester along with 15 hours of activities such as preparation for the field projects, data analysis, preparation of reports etc., and independent reading and study.

Course Contents: For the Dissertation in Accounting the activities to be undertaken during VII Semester will include writing of project/research proposal, and after approval of the Research problem by the Departmental Research Committee undertaking research under a supervisor allocated by the department, review of related literature or studies and collection of required data.

Research Project / Dissertation (12 credits): Students choosing a 4-Year Bachelor's degree (Honours with Research) are required to take up research projects under the guidance of a faculty member. The students are expected to complete the Research Project in the eighth semester. The research outcomes of their project work may be published in peer-reviewed journals or may be presented in conferences /seminars or may be patented.

Exit Learning Outcomes of Qualification:

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

- ☐ *Contemporary higher-level knowledge and competence in the fields of Financial Accounting, Cost Accounting, Management Accounting, Taxation, Auditing and Assurance and Finance.*
- ☐ *Integrated knowledge of the research process – the skill to plan a research project, undertake literature review and empirical analysis, undertake interpretation of the results and come to conclusions.*
- ☐ *Competency in identifying research problem, identify research objectives, research questions, undertake review of literature, methodology of data collection, data analysis using statistical and econometric methods and technology to analyse the data, interpreting the results and presenting the findings in the form of a written research report.*
- ☐ *Acceptable behaviour within the academic environment, inclusive of adherence to the requirements of rules on plagiarism and copyright, and the ability to interact and collaborate*

effectively with others whilst taking co-responsibility for his/her own learning and research progress.

☐ *Capability to groom and develop competent researchers capable of contributing to the advancement of knowledge in the field of accounting.*

☐ *Capabilities to groom researchers in order to ensure that the research leadership and scholarly activity in accounting is widened in the country.*

(3) COST AND MANAGEMENT ACCOUNTING MAJOR

BACHELOR OF ACCOUNTING - CERTIFICATE

Eligibility for the UG Programmes: Senior Secondary School Leaving Certificate or Higher Secondary (12th Grade) Certificate obtained after successful completion of Grade 12 or equivalent stage of education corresponding to Level-4.

Qualification awarded: A student qualifying at Semester I and II examinations securing 40 credits shall be awarded **Certificate in Accounting** provided he secures 4 credits in work based vocational courses offered during summer term or internship / Apprenticeship in addition to 6 credits from skill-based courses earned during first and second semester.

Semester I

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Financial Accounting I	PRC-1	Nil	100	45	15	60
Financial Accounting II	PRC -2	Nil	100	45	15	60
Indian Accounting Standards	FAMA1	5	100	60	15	75
Corporate Accounting I	FAMA2	5	100	60	15	75
	MDC-1	4	100			60
Business Communication (English)	AEC-1	4	100	45	15	60
Environment Studies	VAC-1	2	100	15	15	30
Total		20	700			300

PAPER BAcctgFAMA.01: INDIAN ACCOUNTING STANDARDS (IND AS)

Course Objective:

The course aims to

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

Course Contents:

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

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

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

Unit IV: Financial Instruments: IND AS 109 (Financial Instruments) – IND AS 32 (Financial Instruments: Presentation) - IND AS 107 (Financial Instruments: Disclosures) Recognition, Measurement and Disclosures (including Exercises, Problems and Case Studies in Corporate setup)

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

Course Exit Learning Outcomes:

On successful completion of the course the student shall demonstrate:

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

Suggested Readings:

- 1.Banka, Anand. *Comprehensive Guide to IND AS Implementation*.
- 2.Garg, Kamal. *IFRS Concepts and Applications*. Bharath Law House Private Limited

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

Note: Latest edition of text books may be used.

PAPER BAacctgFAMA2: CORPORATE ACCOUNTING I

Course Objectives:

The course aims to:

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

Course Contents:

Unit I: Accounting for Share Capital: Features and types of companies Share and share capital: nature and types. Accounting for share capital: issue and allotment of equity and preferences shares.

Public subscription of shares – over subscription and under subscription of shares; issue at par and at premium, calls in advance and arrears (excluding interest), issue of shares for consideration other than cash.

Concept of Private Placement and Employee Stock Option Plan (ESOP), Sweat Equity.

Accounting treatment of forfeiture and reissue of shares.

Disclosure of share capital in the Balance Sheet of a company. Accounting for Debentures

Accounting for Debentures: Debentures: Meaning, types, Issue of debentures at par, at a premium and at a discount. Issue of debentures for consideration other than cash; Issue of debentures with terms of redemption; debentures as collateral security-concept, interest on debentures. Writing off discount / loss on issue of debentures.

Note: Discount or loss on issue of debentures to be written off in the year debentures are allotted from Security Premium Reserve (if it exists) and then from Statement of Profit and Loss as Financial Cost (AS 16)

Unit II: Final Accounts of Companies: Meaning, Nature, Uses and importance of financial Statement. Statement of Profit and Loss and Balance Sheet in prescribed form with major headings and sub headings (as per Schedule III to the Companies Act, 2013). Preparation of

Statement of Profit and Loss and Balance Sheet of Corporate Entities and Disposal of Company Profits. Cash flow statement. Notes on Accounts.

Note: Previous years' Proposed Dividend to be given effect, as prescribed in AS-4, Events occurring after the Balance Sheet date. Current years' Proposed Dividend will be accounted for in the next year after it is declared by the shareholders

Unit III: Cash Flow Statement: Meaning, objectives Benefits, Cash and Cash Equivalents, Classification of Activities and preparation (as per AS 3 (Revised) (Indirect Method only)

Notes:

(i) Adjustments relating to depreciation and amortization, profit or loss on sale of assets including investments, dividend (both final and interim) and tax.

(ii) Bank overdraft and cash credit to be treated as short term borrowings.

(iii) Current Investments to be taken as Marketable securities unless otherwise specified.

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

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

Unit V: External Reconstruction & Amalgamation & Absorption: Process and presentation of accounts in External Reconstruction - Amalgamation of companies – Meaning –features – Purchase Consideration – methods (lump sum payment method, net asset method, intrinsic value of share method – Absorption Process and Accounting entries – practical problems in all three situations.

Course Exit Learning Outcomes:

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

Suggested Readings:

1. Gupta R.L. Radhaswamy. *Advanced Account*. Sultan Chand and Sons.
2. Jain S.P. and Narang, K.L. *Corporate Accounting*, Kalyani Publishers, New Delhi.
3. Maheshwari, S.N. *Fundamentals of Corporate Accounting*, Taxman Publication, New Delhi.
4. Monga, J.R. *Fundamentals of Corporate Accounting*. Mayur Paper, New Delhi.
5. Sehgal, Ashok. *Fundamentals of Corporate Accounting*. Taxman Publication, New Delhi.

6. Shukla, M.C. Grewal, T.S. and Gupta, S.C. *Advanced Accounts, Vol.11*, S. Chand & Co, New Delhi.

Note: Latest edition of text books may be used.

Semester II

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Cost Accounting I	CMAMA1	5	100	60	15	75
Auditing and Assurance	AAMA1	5	100	60	15	75
	MDC-2	4	100			75
Computerised Accounting	SEC-1	3	100	15	30	45
Understanding India	VAC-2	2	100	15	15	30
Internship	1-1	2				45
Total		21	500			300

PAPER BAcctgCMAMA1: COST ACCOUNTING-I

Course Objectives:

The course aims to:

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

Course Contents:

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

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

– VED – JIT – Stock taking and Perpetual Inventory Control – Valuation of Material Issues: Cost Price Methods – Average Price Methods – Market Price Methods – Notional Price Methods

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

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

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

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

Course Exit Learning Outcomes:

After learning this course students should be able to:

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

Suggested Readings:

1. Banerjee, B. *Cost Accounting: Theory and Practice*: Prentice Hall of India.
2. Horngren, Charles. *Cost Accounting*: Pearson Education.
3. Jain and Narang. *Cost Accounting*: Kalyani Publishers.

4. Jawaharlal, *Cost Accounting*: Tata Mc Graw Hill.
5. Kishore, Ravi M. *Cost Accounting*. Tax Mann Publications.
6. Srihari, Krishna Rao, *Cost Accounting*: Himalaya Publishing House.
7. Tulsian. *Introduction to Cost Accounting*, S. Chand & Co.
8. Yogeshweran, G. *Cost Accounting*. P.B. Publications.

Note: Latest edition of text books may be used.

PAPER BAcctgAAMA1: AUDITING AND ASSURANCE

Course Objective:

This course aims at:

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

Course Contents:

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

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

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

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

Unit V: Audit of Limited Companies and Others: Company Auditor – Appointment – Qualification - Powers - Duties and Liabilities – Professional Ethics of an Auditor - Audit of Educational Institutions – Audit of Insurance Companies- Audit of Cooperative societies.

Audit of banks.

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

Course Exit Learning Outcomes:

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

- ☐ *Articulate knowledge of fundamental audit concepts*
- ☐ *Demonstrate awareness, knowledge and appreciation in application of auditing principles and practices in business operations.*
- ☐ *Describe the auditor's responsibility for assessing fraud risk and detecting fraud.*
- ☐ *Understand the role of an Auditor in verifying and valuation of Assets and Liabilities*
- ☐ *Understand and follow the ethical standards in audit profession*

Suggested Readings:

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

Note: Latest edition of text books may be used.

BACHELOR OF ACCOUNTING - ADVANCED DIPLOMA

Pre-Requisite: A student after qualifying at I and II semesters on further qualifying at III and IV semesters' examinations securing 80 credits will be awarded **Advanced Diploma in Accounting** provided he secures additional 4 credit in skill based vocational courses offered during first year or second year summer term.

Qualification awarded: Students who opt to exit after completion of the second year and have secured 80 credits will be awarded the UG diploma if, in addition, they complete one vocational course of 4 credits during the summer vacation of the second year.

Semester III

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Income Tax I	TXMA1	5	100	60	15	75
Statistical Applications in Business	DAMA1	5	100	60	15	75
	MDC3	4	100			60
Business Communication (MIL)	AEC2	4	100	45	15	60
Health, Wellness & Yoga	VAC3	2	100	15	15	60
Total		20				

PAPER BAacctgTXMA1: INCOME TAX I

Course Objectives:

The objective of this paper is to:

- ☐ *Make the student to gain knowledge about the direct tax laws in force for the relevant previous year.*
- ☐ *Provide insight to understand the computation of Income under various heads for the assessment of tax liability for various assesses.*

Course Contents:

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

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

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

Unit III: Income from Profits and Gains from Business and Profession: Profits and Gains from Business and Profession: Business and Profession – An overview, Chargeability, Profits and Losses of Speculation Business, Deductions Allowable, Expenses Disallowed, Deemed Profits u/s 41, Maintenance of Accounts, Tax Audit, Presumptive Base Taxation, Practical Case Studies.

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

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

Course Exit Learning Outcomes:

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

- ☐ *Understand the latest provisions of income tax, rates of tax, cess etc as applicable for the Assessment year.*
- ☐ *Understand the basis of Charge of income tax based on residential status of assesses. Identify incomes which are taxable and those that are exempted.*
- ☐ *Understand and apply the basis of charge of income with a focus on different heads on income.*
- ☐ *Compute taxable income under different heads of income. Compute total taxable income of different assesses.*
- ☐ *Work as tax consultant, audit assistant and other supporting services*

Suggested Reading:

1. Manoharan, T. N. *Students Handbook on Income Tax Law*, Snow White Publications
2. Mehrotra, H. C. *Income Tax Law and Accounts including Tax Planning*, Sahitya Bhawan Publications.
3. Narang and Gaur. *Income Tax*. Himalaya Publishing House.

4. Prasad, B. *Direct Taxes -Law and Practices*. Wishwa Prakashana
5. 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 Mc Graw Hill
8. *Income tax Act, 1961 as amended till date*.

Note: Latest edition of text books may be used.

PAPER BAacctgDAMA1: STATISTICAL APPLICATIONS IN BUSINESS

Course Objectives:

The course aims to:

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

Course Contents:

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

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

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

Positional Averages: Median and Mode, Partition values (Quartiles and Deciles, Percentile), Empirical relation between Mean, Median and Mode- Merits and Demerits of Mean, Median and Mode. Exercises on Analysis and Interpretation of Measures of Central Tendency.

Unit-II Measures of Dispersion: Concept of Dispersion, Requirements of good measures of dispersion. - Absolute and Relative measures of dispersion. Range, Quartile Deviation (Q.D.) Mean Deviation (M.D.) Standard Deviation (S.D.) and Variance: Combined S.D. for two groups, Coefficient of Variation (C.V.): Definition and Its Uses -Merits and Demerits of Q.D., M.D. and S.D – Measures of Skewness – Karl Pearson and Bowley's coefficients of Skewness. Exercises on Analysis and Interpretation of Dispersion Measures.

Unit-III Analysis of Bi-variate data: Correlation-Concept and Types of correlation-Methods of studying correlation, Scatter Diagram, Karl Pearson's correlation coefficient, Spearman's rank correlation coefficient, Coefficient of Determination.

Regression: Concept of regression, Lines of regression, Regression Coefficients, Relation between correlation coefficient and regression coefficients. Exercises on Analysis and Interpretation of Correlation and Regression

Unit-IV: Analysis of Time Series: Definition and Uses of Time Series, Components of time series, Methods of determination of Trend and Seasonal Variations.

Index Numbers: Need and meaning of Index Numbers, Price, Quantity and Value based index numbers, - Simple and Weighted index numbers, Fisher's Ideal index numbers. Tests Of adequacy of index numbers. Exercises on Index Numbers.

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

Course Exit Learning Outcomes:

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

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

Suggested Readings:

1. Gupta, S.C. *Fundamentals of Statistics*. Himalaya Publishing House.
2. Gupta S.P. and Archana Gupta. *Elementary Statistics*. Sultan Chand and Sons, New Delhi.
3. Mizrahi and John Sullivan. *Mathematics for Business and Social Sciences*. Wiley and Sons.
4. Richard Levin and David S. Rubin. *Statistics for Management*, Prentice Hall of India, New Delhi.

5. Sharma, J. K. *Business Statistics*. Pearson Education.
6. Spiegel, M.R. *Theory and Problems of Statistics*.
7. Thukral, J. K. *Mathematics for Business Studies*. Mayur Publications
8. Vohra, N. D. *Business Mathematics and Statistics*, McGraw Hill Education (India) Pvt Ltd
9. *Schaums' Outlines Series*. McGraw Hill Publishing Co.

Note: Latest edition of text books may be used.

Semester IV

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Cost Accounting II	CMAMA2	5	100	60	15	75
Cost Audit Standards	CMAMA3	5	100	60	15	75
	MI-1	5	100			75
E -Auditing	SEC2	3	100	15	30	45
Internship	I-2	2				45
Total		20				

PAPER BAacctgCMAMA2: COST ACCOUNTING II

Course Objectives:

This course aims to

- Provide the students with knowledge and understanding of Marginal Costing and its application in decision making.
- Equip the students with the understanding of Marginal costing, Standard Costing, Budgeting and Budgetary control techniques.
- Provide the students with knowledge and understanding of Zero -base budgeting, Uniform costing and their applications.

Course Contents:

Unit I: Marginal Costing: Marginal cost and marginal costing, Absorption costing and marginal costing, Break-even analysis, Cost volume Profit Analysis, Margin of Safety, Differential point, Application of marginal costing in decision making.

Unit II: Standard Costing: Concept of standard cost and Standard costing, Types of standards, Process of setting cost standards, Advantages and uses, Standard costing variance analysis, Process of variance analysis of material, labour, overheads and other variances, Variance analysis and decision making.

Unit III: Budgeting and Budgetary Control: Concept of budget, Principles of budgeting, Process of budgeting, Basis of budgeting, Methods of budgeting, Types of budgets in business organisations, Benefits and limitations; Budgetary control, Process of budgetary control, Control mechanism, Budget variances, Cost Variances and Budget Variances, Variance Analysis and decision making.

Unit IV: Uniform Costing: Uniform costing – Concept, Principles and Methodology, Inter firm comparison. Cost control and cost reduction.

Unit V: Zero Base Budgeting and Responsibility Accounting: Zero Base – Concept, Principles, Zero Base Budget – Concept and Basis of Zero - Base Budgeting. Responsibility Accounting – Meaning, Scop, process and methodology.

Course Exit Learning Outcomes:

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

- ☐ *Knowledge and understanding of Marginal Costing and its application in decision making.*
- ☐ *Understanding of Marginal costing, Standard Costing, Budgeting and Budgetary control techniques.*
- ☐ *Knowledge and understanding of Zero-base budgeting, Uniform costing and their applications.*

Suggested Readings:

1. Arora M.N. Principles and Practices of Cost Accounting. Vikas Publishing House, New Delhi
2. Colin, Drury. Management and Cost Accounting. Cengage Learning India Pvt. Ltd, New Delhi.
3. Horngren, Foster and Datar, Cost Accounting - Managerial Emphasis. Prentice Hall of India Pvt. Ltd, New Delhi.
4. Jain, S. P. Narang, K. L. Simmi Agrawal. Advanced Cost and Management Accounting. Kalyani Publishers, New Delhi.
5. Prasad. N. K. Advanced Cost Accounting. Book syndicate Pvt. Ltd, Kolkata
6. Khan. M. Y. and Jain P.K. Advanced Cost Accounting. Tata McGraw Hill Publishing Co. Ltd. New Delhi.
7. Maheswari S. N. Cost and Management Accounting, Sultan Chand and Sons, New Delhi.
8. Thulsian. P. C. Practical Costing, Vikas Publishing House New Delhi.

Note: Latest edition of text books may be used.

PAPER BAacctgCMAMA3: COST ACCOUNTING STANDARDS

Course Objectives:

- ☐ *Equip the students with the knowledge information on cost accounting standards in India.*
- ☐ *Provide the students with the knowledge and information on Cost Accounting Standards Board and its working.*
- ☐ *Provide the students with the knowledge of scope and content of cost Accounting Standards and Guidance Notes developed by the CASB and issued by the Indian Cost Accounting Institute.*

Course Contents:

Unit I: Cost Accounting Standards: Institute of Cost Accountants of India Cost Accounting Standards, Objectives, Basis of application, Content – Introduction, Scope, Definitions, Principles of measurement, Assignment of costs, Presentation and Disclosure. Cost Accounting Standards Board (CASB) – Constitution, Functions, Methodology and working.

Unit II: Cost Accounting Standards (CAS): CAS 1- Classification of costs; CAS 2 – Capacity determination, CAS 3 – Overheads, CAS 4 – Cost of production for captive consumption, CAS 5 – Average (Equivalent) Cost of Transportation, CAS 6 - Material cost, CAS 7 - Employee costs, CAS 8 – Cost of utilities.

Unit III: Cost Accounting Standards (CAS): CAS 9 – Packaging Material Cost, CAS 10 - Direct expenses cost, CAS 11 – Administrative overheads, CAS 12 – Repairs and maintenance, CAS 13 – Cost of service cost centre, CAS 14 – Pollution control cost, CAS 15 – Selling and distribution costs, CAS 16 – Depreciation and amortisation.

Unit IV: Cost Accounting Standards (CAS): CAS 17 – Interest and financing charges, CAS 18 – Research and Development costs, CAS 19 – Joint costs, CAS 20 – Royalty and Technical Knowhow costs, CAS 21 – Quality control costs, CAS 22 – Manufacturing costs, CAS 23 – Overburden removal costs, CAS 24 – Treatment of Revenue in Cost Statements.

Unit V: Guidance notes: Nine Guidance notes on cost accounting standards, Two Guidance notes on Treatment of costs relating to Cost of Social Responsibility (CSR) activities, and Maintenance of cost records for construction industry including Real Estate and Property Development activity.

Course Exit Learning Outcomes:

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

- ☐ Knowledge and information on cost accounting standards in India.
- ☐ Knowledge and information on Cost Accounting Standards Board and its working.
- ☐ Knowledge of scope and contents of Cost Accounting Standards and Guidance Notes developed by the CASB and issued by the Indian Cost Accounting Institute.

Suggested Readings:

1. Arora M.N. *Principles and Practices of Cost Accounting*. Vikas Publishing House, New Delhi
2. Colin, Drury. *Management and Cost Accounting*. Cengage Learning India Pvt. Ltd, New Delhi.
3. Horngren, Foster and Datar, *Cost Accounting - Managerial Emphasis*. Prentice Hall of India Pvt. Ltd, New Delhi.
4. Jain, S. P. Narang, K. L. Simmi Agrawal. *Advanced Cost and Management Accounting*. Kalyani Publishers, New Delhi.
5. Prasad. N. K. *Advanced Cost Accounting*. Book syndicate Pvt. Ltd, Kolkata
6. Khan. M. Y. and Jain P.K. *Advanced Cost Accounting*. Tata McGraw Hill Publishing Co. Ltd. New Delhi.
7. Maheswari S. N. *Cost and Management Accounting*, Sultan Chand and Sons, New Delhi.
8. Thulsian. P. C. *Practical Costing*, Vikas Publishing House New Delhi.

Note: Latest edition of text books may be used.

3-YEAR BACHELOR OF ACCOUNTING DEGREE:

Pre-requisite: A student after qualifying at I and II semesters on further qualifying at III and IV semesters' examinations securing 80 credits will be awarded Advanced Diploma in Accounting provided he secures additional 4 credit in skill based vocational courses offered during first year or second year summer term.

Qualification awarded: A student on qualifying at I, II, III, IV semesters and thereafter qualifying at V and VI Semesters' examinations securing 120 credits shall be awarded 3-year Bachelor of Accounting Degree in the Major discipline.

Semester V

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Cost Management	CMAMA4	5	100	60	15	75

Management Accounting	CMAMA5	5	100	60	15	75
	MI-2	5	100			75
	MI-3	5	100			75
Total		20	400			300

PAPER BAacctgCMAMA4: COST MANAGEMENT

The Objective is to:

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

Course Contents:

Unit I: Cost Strategy: Influence of different classification of cost elements on business enterprise, Importance of analysing cost elements, cost control and cost reduction: meaning, process, methods and techniques of cost control and cost reduction, Cost management: areas of cost management, Cost Governance, Cost leadership strategy for sustainability, Sustainable cost management, Contemporary Cost Management Techniques (Concepts)- Benchmarking, Total Quality Management, Activity-based Costing and Management, Reengineering, Target Costing, Value Chain, Balanced Scorecard, Just-in Time System.

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

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

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

Unit V: Strategic Cost and Performance Evaluation: Integration of strategic cost management with performance evaluation, Strategic cost management issues in different elements of cost; material, labour and overheads; product design, value analysis and value engineering, strategic analysis of cost, benchmarking. Pricing strategies in decision making, Backflush accounting and through put costing, Cost management in specific sectors, Transfer pricing. Practical exercises and Case studies.

Course Exit Learning Outcomes:

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

- ☐ *Understand the basics of Cost Accounting and Cost Management Techniques.*
- ☐ *Analyse the different overhead techniques for reducing the cost of the product.*
- ☐ *Understand the cost behaviour during different stages of life cycle.*
- ☐ *Apply ABC, JIT and Kaizen Costing.*
- ☐ *Evaluate the performance in the context of integration of strategic cost management.*

Suggested Readings:

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

Note: Latest edition of text books may be used.

PAPER BAacctgCMAMA5: MANAGEMENT ACCOUNTING

Course Objectives:

This course is designed to-

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

Course Contents:

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

Unit-II: Cash Flow Analysis (Ind AS 7): Classification of Cash Flow – Format of Cash Flow Statement (Ind AS 7) –Uses and Significance of Cash Flow Statement- Imitations of Cash Flow Statement –Methods of Calculating Cash Flows From Operating Activities, Investment activities and Financial activities.

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

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

Unit V: Valuation and Value Analysis: Shareholder value analysis, comparison of accounting approaches and discounted cash flow approaches to valuation; Analysis of firm's profitability, growth, and value generation as a means of testing the quality of financial reports; Forecasting of earnings and cash flows; Analyses for financial strategy, planning, and valuation; Analysis of risk; and the determination of price/earnings and market-to-book ratios. Business strategy analysis, the company and its industry, Accounting analysis, Financial analysis,

Prospective Analysis: Forecasting; Factors affecting valuation; Valuation of business under special situations; Business valuation models, Cash flow valuation, Free cash flow valuation, Application of financial statement analysis, Credit Analysis and Distress Prediction.

Course Exit Learning Outcomes:

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

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

Suggested Readings:

- 1.Arora, M. N. *Management Accounting*. Himalaya Publishing House, New Delhi
- 2.Banerjee, Bhabatosh. *Financial Policy and Management Accounting*. Prentice Hall of India.
- 3.Khan, M. Y., & Jain, P. K. *Management Accounting*. McGraw Hill.
- 4.Lal, Jawahar and Srivastava, Seema. *Cost Accounting*. McGraw Hill Publishing Co., New Delhi.
- 5.Maheshwari, S. N. *Principles of Management Accounting*. Sultan Chand and Sons

6. Pandey, I. M. *Management Accounting*. New Delhi.
7. Pillai, R S N and Bhagvathi, V. *Management Accounting*. S Chand & Company
8. Robert, S. Kaplan & Anthony, A. Atkinson. *Advanced Management Accounting*. Prentice-Hall
9. Rustagi, R.P. *Management Accounting*: Galgotia
10. Sharma, R. K. & Gupta, Shashi K. *Management Accounting Principles & Practice*: Kalyani Publishers.
11. Singh, Surender. *Management Accounting*. PHI Learning Pvt Limited, Delhi.

Note: Latest edition of text books may be used.

Semester VI

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Strategic Cost Management	CMAMA6	5	100	60	15	75
Advanced Cost and Management Accounting	CMAMA7	5	100	60	15	75
	MI-4	5	100			75
E-Tax Compliance	SEC3	3	100	15	30	45
Internship	1-3	2				45
Total		20	400			300

PAPER BAcctgCMAMA6: STRATEGIC COST MANAGEMENT

Course Objectives

- ☐ To provide the students with knowledge and understanding of cost control measures and cost management in an enterprise.
- ☐ To equip the students for using the cost techniques in decision making.
- ☐ To give the students understanding of profit planning using cost techniques
- ☐ To provide the students with understanding of the activity based costing and total quality management.

Course contents:

Unit I: Cost Management - Developments in Cost Management; Life Cycle costing; Target costing; Kaizen Costing; Value Analysis and Value Engineering; Throughput Costing; Business Process Re-engineering; Back-flush Accounting; Lean Accounting; Socio Economic Costing.

Cost Control and Cost Reduction: Basics, Process, Methods and Techniques of Cost Reduction programme.

Profitability Analysis – Product wise / Segment Wise / Customer wise

Unit II: Decision Making Techniques - Marginal Costing- Differential costing-CVP Analysis – Profit Volume Graphs – Contribution Approach

Decisions involving alternative choices – Optimum utilization of resources – Make or Buy – Evaluation of Orders – Multiple scarce resource problems- Product sales pricing, etc

Pricing Decisions and Strategies – New Product Pricing, Use of Cost in Pricing, Sensitivity Analysis in Pricing Decisions; Monopoly Pricing vs. Competitive Pricing; Bottom Line Pricing Costing of Service Sector – methods, pricing, performance measurement

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

Relevant Cost Analysis: Relevant Cost, Irrelevant Costs - Sunk or Historical Cost, Committed Cost, Absorbed Cost, Situations where Fixed Costs become relevant for decision – making and its related implications

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

(b) Uniform Costing and Inter-firm comparison.

UNIT IV Activity Based Cost Management: Concept, purpose, benefits, stages, relevance in decision making and its application in Budgeting, Responsibility accounting, Traditional Vs. ABC System – comparative analysis; JIT – introduction, Benefits, Use of JIT in measuring the Performance; ERP and its applications in strategic cost management; Bench Marking

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

Course Exit Learning Outcomes

On successful completion of the course the student shall demonstrate:

- ☐ *Knowledge and understanding of cost control measures and cost management in an enterprise.*
- ☐ *Capability for using the cost techniques in decision making.*
- ☐ *Understanding of using cost techniques for profit planning*
- ☐ *Understanding of activity based costing and total quality management.*

Suggested readings:

1. Arora M.N. Principles and Practices of Cost Accounting. Vikas Publishing House, New Delhi
2. Colin, Drury. Management and Cost Accounting. Cengage Learning India Pvt. Ltd, New Delhi.
3. Horngren, Foster and Datar, Cost Accounting - Managerial Emphasis. Prentice Hall of India Pvt. Ltd, New Delhi.
4. Jain, S. P. Narang, K. L. Simmi Agrawal. Advanced Cost and Management Accounting. Kalyani Publishers, New Delhi.
5. Prasad. N. K. Advanced Cost Accounting. Book syndicate Pvt. Ltd, Kolkata
6. Khan. M. Y. and Jain P.K. Advanced Cost Accounting. Tata McGraw Hill Publishing Co. Ltd. New Delhi.
7. Maheswari S. N. Cost and Management Accounting, Sultan Chand and Sons, New Delhi.
8. Thulsian. P. C. Practical Costing, Vikas Publishing House New Delhi.

Note: Latest edition of text books may be used.

PAPER BAcctgCMAMA7: ADVANCED COST AND MANAGEMENT ACCOUNTING

Course Objectives

- *To comprehend and familiarize the established techniques, methods and practices in advanced Cost and Management Accounting to the students.*
- *To introduce the evolving dynamic Cost and Management Techniques developed to support the emerging business models.*

Course Contents

Unit I: Activity Based Costing: Need for emergence of Activity Based Costing (ABC), Concept of ABC, Methodology of developing the ABC system, Allocation of overheads under ABC, Implementation of ABC, Support of ABC system towards corporate strategy, Practical Problems based on basic concepts.

Total Quality Management: Quality as a corporate strategy, TQM and role of Management Accountant, Classification of Quality Costs, Practical Problems based on basic concepts.

Unit II: Target Costing: Origin, definition, steps towards target costing, Target costing process, features and Advantages, Practical Problems based on basic concepts.

Life Cycle Costing: Life Cycle Costing (LCC), stages of product life cycle, benefits of product life cycle costing, Life Cycle Costing process- Costing for different stages, Practical Problems based on basic concepts.

Unit III: Economic Value Added: Concept, Need and significance, Return on Capital base, Residual Income, Divisional Performance measurement, merits over traditional performance measures.

Unit IV: Transfer Pricing Applications: Concept, Divisional performance, Alternative Transfer pricing methods-Market based Transfer pricing, Marginal cost Transfer pricing, Full cost Transfer pricing, Cost plus markup Transfer pricing, Negotiable Transfer pricing, Marginal cost and Opportunity cost Transfer pricing, International Transfer pricing.

Unit V: Evolving Cost and Management Practices

Course Exit Learning Outcomes

On successful completion of the course the student shall demonstrate:

- *Familiarity with the established techniques, methods and practices in advanced Cost and Management Accounting to the students*
- *Understanding of the evolving dynamic Cost and Management Techniques developed to support the emerging business models.*

Suggested Readings

1. Arora M.N. Principles and Practices of Cost Accounting. Vikas Publishing House, New Delhi
2. Colin, Drury. Management and Cost Accounting. Cengage Learning India Pvt. Ltd, New Delhi.
3. Horngren, Foster and Datar, Cost Accounting - Managerial Emphasis. Prentice Hall of India Pvt. Ltd, New Delhi.
4. Jain, S. P. Narang, K. L. Simmi Agrawal. Advanced Cost and Management Accounting. Kalyani Publishers, New Delhi.
5. Prasad. N. K. Advanced Cost Accounting. Book syndicate Pvt. Ltd, Kolkata
6. Khan. M. Y. and Jain P.K. Advanced Cost Accounting. Tata McGraw Hill Publishing Co. Ltd. New Delhi.
7. Maheswari S. N. Cost and Management Accounting, Sultan Chand and Sons, New Delhi.
8. Thulsian. P. C. Practical Costing, Vikas Publishing House New Delhi.

Note: Latest edition of text books may be used.

4-YEAR BACHELOR OF ACCOUNTING HONOURS DEGREE

Pre-requisite: A student after qualifying at I and II semesters and at III and IV semesters' on further qualifying at V and VI semester examinations securing 80 credits will be eligible for admission to **4-year UG Honours Degree** in Accounting provided he secures additional 4 credit in skill based vocational courses offered during first year or second year summer term.

Qualification awarded: A student on further qualifying at VII and VIII semesters' examinations provided he secures 160 credits shall be awarded 4-Year Bachelor of Accounting Honours in the major discipline.

Semester VII

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Enterprise Risk Management	CMAMA8	5	100	60	15	75
Strategic Performance Management	CMAMA9	5	100	60	15	75
	MI-5	5	100			75
	MI-6	5	100			75
Total		20	400			300

PAPER BAacctgCMAMA8: ENTERPRISE RISK MANAGEMENT

Course Objectives:

This course aims to:

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

Course contents:

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

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

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

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

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

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

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

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

Course Exit Learning Outcomes:

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

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

Suggested Readings:

1. Ahmad, F. *Cyber Law in India*. Pioneer Books, and New Era Law Publication
2. Bakshi and Suri. *Cyber and E- commerce Law*. Bharat Publishing House, New Delhi.
3. George, E, Rejda. *Principles of Risk Management and Insurance*. Pearson Education
4. Greenstein & Feinman. *Electronic Commerce- Security, Risk Management and Control*. Tata McGraw Hill.
5. Gupta. P.K. *Insurance and Risk Management*. Himalaya Publishing House
6. Joseph, P. *E-commerce*. Prentice Hall India.
7. Khan, M. Y. *Financial Services*. Mc Graw Hill Education.
8. National Insurance Academy. *General Insurance Business Operations and Decision Making*. Cengage Learning.
9. Murthy, C.S.V. *E-commerce*. Himalaya Publishing House
10. Pathak, Bharati. *Indian Financial System*. Pearson Education.

PAPER BAcctgCMAMA9: STRATEGIC PERFORMANCE MANAGEMENT

Course Objectives:

This course aims to:

- *Develop knowledge and skill of the students in the application of management accounting techniques to quantitative and qualitative information for planning, decision-making, performance evaluation, and control in business set up.*
- *Analyse the performance of a business and its management by applying relevant knowledge, skill and professional judgement in selecting and applying strategic management accounting techniques in different business contexts to contribute to the planning, control and evaluation of the performance of an organisation and contribute to its strategic and operational development.*

Course Contents:

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

Unit II: Strategic Performance Planning: Performance management strategy - Define organisational goals and objectives, Plan performance, Measure performance, offer feedback

frequently, Peer review, Pre-emptive management, Discuss and review outcomes, Recognition and reward;

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

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

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

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

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

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

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

Course Exit Learning Outcomes:

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

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

Suggested Readings:

1. Adler, Ralph W. *Strategic Performance Management – Accounting for Organisational Control*. Taylor & Francis Group.
2. Bhaskar, Preeti. *Performance Management and Strategic Planning*. Symbiosis Centre for Management Studies, Noida
3. Gupta, Nikhil. *Strategic Performance Management and Business Valuation*. CMA
4. Jablonski, Marek. *Strategic Performance Management – New Concepts and Contemporary Trends*. Nova Publishers.
5. Kenny, Ralph W. *Strategic Planning and Performance Management*. Kobo Publishers.
6. Marr, Bernard. *Strategic Performance Management*. Nova Publishers.
7. Waal, Andrede. *Strategic Performance Management – A Managerial and Behavioural Approach*.

Note: Latest edition of text books may be used.

Semester VIII

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Operations Planning and Strategic Control	CMAMA10	5	100	60	15	75
Planning, Budgeting and Valuation	CMAMA11	5	100	60	15	75
	MI7	5	100			75
	MI8	5	100			75
Total		20	400			300

PAPER BAacctgCMAMA10: OPERATIONS PLANNING AND STRATEGIC CONTROL

Course Objectives:

The objectives of the course are to:

- ☐ Provide understanding of the business process and analysis of the operations
- ☐ Develop knowledge of production planning and resource management
- ☐ Provide understanding of concept of SWOT and Portfolio Analysis and the concept of Corporate Vision, Mission and Objectives
- ☐ Develop understanding of the concept of Strategic Business Unit and Business Process re-engineering and different stages in strategy formulation process

Course Contents

Unit I: 1. Operations: Introduction, Scope characteristics of modern operations functions - recent trends in production / operations management.

Operations Planning - Demand forecasting – capacity planning - capacity requirement planning - facility location - facility layout – Resource aggregate planning – Material requirements planning – Manufacturing resource planning – Economic Batch quantity.

Unit II: Operations Designing: Product Design, Process design - Selection - Product Life Cycle – Process Planning – Process Selection.

Unit III: Production Planning and Control: Introduction – Control Measures – Time study, Work study, Method study, Job Evaluation, Job Allocation (Assignment Technique), Scheduling Queuing Models, Simulation and Line Balancing – Optimum Allocation of resources – Lean Operations – JIT – Transportation Model and Linear Programming Technique (Formulation of equations only)

Unit IV: Productivity and Quality Management: Measurement techniques of productivity index, productivity of employee, productivity of materials, productivity of management resources, productivity of other factors – productivity improving methods – TQM basic tools and certification – ISO standards basics. Economics of Maintenance and Spares management - Break down Maintenance – Preventive Maintenance – Routine Maintenance – Replacement of Machine – Spare Parts Management.

Unit V: Strategic Control: Introduction: Vision- Mission and objective. Strategic Analysis and Strategic Planning -Situational Analysis –SWOT Analysis – Portfolio Analysis – BCG Matrices – Stages in Strategic Planning – Alternatives in Strategic Planning. Formulation and Implementation of Strategy - Strategy formulation function wise (Production Strategy, Marketing Strategy, Man Power Strategy) – Structuring of Organisation for implementation of strategy – Strategic Business Unit – Business Process re-engineering and Control.

Course Exit Learning Outcomes

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

- ☐ *Understanding of the business process and analysis of operations.*
- ☐ *Knowledge of production planning and resource management.*
- ☐ *Understanding and knowledge of the concept of Corporate Vision, Mission and Objectives.*

- *Understanding of the concept of SWOT and Portfolio Analysis*
- *Understand the concept of Strategic Business Unit and Business Process re-engineering different stages in strategy formulation process.*

Suggested Readings

1. Arora M.N. *Principles and Practices of Cost Accounting*. Vikas Publishing House, New Delhi
2. Colin, Drury. *Management and Cost Accounting*. Cengage Learning India Pvt. Ltd, New Delhi.
3. Horngren, Foster and Datar, *Cost Accounting - Managerial Emphasis*. Prentice Hall of India Pvt. Ltd, New Delhi.
4. Jain, S. P. Narang, K. L. Simmi Agrawal. *Advanced Cost and Management Accounting*. Kalyani Publishers, New Delhi.
5. Prasad. N. K. *Advanced Cost Accounting*. Book syndicate Pvt. Ltd, Kolkata
6. Khan. M. Y. and Jain P.K. *Advanced Cost Accounting*. Tata McGraw Hill Publishing Co. Ltd. New Delhi.
7. Maheswari S. N. *Cost and Management Accounting*, Sultan Chand and Sons, New Delhi.
8. Thulsian. P. C. *Practical Costing*, Vikas Publishing House New Delhi.

Note: Latest edition of text books may be used.

PAPER BAacctgCMAMA11: PLANNING, BUDGETING AND VALUATION

Course Objectives:

The course aims to:

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

Course Contents:

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

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

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

Unit III: Project Planning: Meaning, Essentials, Aspects covered, Process of project planning - Feasibility study - Cash flow projections, Impact assessment of taxation, depreciation, inflation, etc; Capital Budgeting Decisions - Certainty Equivalent approach, Evaluation of Risky Investment Proposals; Risk and Return analysis, Simulation and decision tree analysis,

Sensitivity analysis; Capital Rationing, Adjusted Net Present Value, Replacement decisions, Application of Real alternatives in capital budgeting, Impact of inflation on capital budgeting decisions; Risk analysis in Capital Budgeting; Precautions in project planning.

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

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

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

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

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

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

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

Course Exit Learning Outcomes:

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

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

Suggested Readings:

1. Alexander, J. *Financial Planning & Analysis and Performance Management*. Jhon Wiley & Sons Publication
2. Buffet, Marry and Clark, David. Warren Buffett. *Interpretation of Financial Statements*.
3. Fisher, A. Philip. *Common Stocks and Uncommon Profits*. Wiley.
4. Keown, A. J. *Personal Finance – Turning Money into Wealth*. Pearson Publication,

5. Khursheed, Arif. *Initial Public Offerings: The Mechanics and Performance of IPOs*. Harriman House Publishing.
6. Lee, A.C., Lee, J.C., & Lee, C.F. *Financial Analysis, Planning & Forecasting: Theory and Application*. World Scientific Publishing Company
7. Madura, Jeff. *Personal Finance*. Pearson Education.
8. Soota, Ashok and Gopalan, S. R. *Entrepreneurship Simplified: From Idea to IPO*. Penguin Random House India.
9. Spier, Guy. *The Education of Value Investor*. Palgrave.

Note: Latest edition of text books may be used.

4-YEAR BACHELOR OF ACCOUNTING HONOURS WITH RESEARCH DEGREE

Pre-requisite: Students who secure 75% marks and above in the first six semesters and wish to undertake research at the undergraduate level can choose a research stream in the fourth year.

Qualification awarded: The students who secure 160 credits, including 12 credits from a research project/dissertation, are awarded 4-Year Bachelor of Accounting Honours with Research in Major Discipline. The students should undertake and complete a research project or dissertation under the guidance of a faculty member of the University/College. The research project/dissertation will be in the major discipline.

Semester VII

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Enterprise Risk Management	CMAMA8 *	5	100	60	15	75
Strategic Performance Management	CMAMA9 *	5	100	60	15	75
	MI-5	5	100			75
	MI-6	5	100			75
Total		20	400			300

Note: Detailed course content of CMAMA8: Enterprise Risk Management and CMAMA9: Strategic Performance Management are given on pages 105 and 108 respectively.

Semester VIII

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Business Research Methods	RM1	5	100	60	15	75

Statistical Analysis of Research Data using Software (Excel, SPSS, etc.)	RM2	5	100	60	15	75
Dissertation	RM3	12	200			180
Total		22				330

PAPER BAcctgRM1: BUSINESS RESEARCH METHODS

Course Objectives:

The objectives of the course are to:

- ☐ *Provide understanding of concepts, tools and techniques of carrying out business research.*
- ☐ *Expose students with the methods and process of data analysis for scientific research.*

Course Contents:

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

Research Problem: Selection of Problem of Research, Research Problems in Social Sciences, Components and Sources of Research Problem, Defining Research Problem, Evaluation of Research Problem.

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

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

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

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

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

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

Unit IV: Data Analysis:

Univariate Data Analysis Techniques: Descriptive Statistical Measures; Use of Charts and Graphs.

Bivariate Data Analysis Techniques: Descriptive Statistics, Simple Correlation, Simple Regression, Linear Regression, Panel Data Regression - Pooled Regression, Fixed Effect and Random Effect Models, Logistic Regression, Ordinal Regression, Probit, Concepts of adjusted R-square, Autocorrelation, Serial Correlation, Multicollinearity, Heteroscedasticity (for time series regression), Stationarity.

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

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

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

Testing Significance of Results - Parametric Tests: Choosing between the two, Level of Significance, One sample z test, Two samples z test, One sample t test, Two samples t test, Paired sample t test,

Non-Parametric Tests: Chi-square test, Mann Whitney U Test, Wilcoxon Signed Rank Test. Univariate Normality Tests - Kolmogorov Smirnov Test, Shapiro-Wilk Test, Multivariate Normality Test,

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

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

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

Course Exit Learning Outcomes:

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

- ☐ *Develop thorough understanding of the fundamental theoretical ideas and logic of research and Research Standards and Research Ethics.*
- ☐ *Propose a research study and justify the theory as well as the methodological decisions.*
- ☐ *Formulate hypothesis and test the hypothesis.*
- ☐ *Use the statistical tools and software packages in research*
- ☐ *Acquire the skill in drafting research report.*
- ☐ *Capability in taking up bivariate and multi-variate data analysis in research and test the significance of results.*
- ☐ *Capability in undertaking research independently.*
- ☐ *Confidence in undertaking research projects independently.*

Suggested Readings:

1. Bajpai, Naval. *Business Research Methods*. Pearson.
2. Bhandarkar, P. L. & Wilkinson, T.S. *Methodology and Techniques of Social Research*. Himalaya Publishing House.
3. Bryman, Alan & Emma Bell. *Business Research Methods*. Oxford University Press – India Edition.
4. Churchill. *Marketing Research*. Dryden Press, Harcourt Publications
5. Collis, Jill & Hussey, Roger. *Business Research: A Practical Guide for Undergraduates &*

- Postgraduates*. Palgrave Macmillan – India.
6. Cooper and Pamela. *Business Research Methods*. Tata Mc Graw Hill.
 7. Kothari, C. R. *Research Methodology: Methods and Techniques*. New Age International Publishers.
 8. Krishnaswamy O.R. and Ranganatham, M. *Methodology of Research in Social Sciences*. Himalaya Publishing House.
 9. Kumar, Ranjit. *Research Methodology – A Step-by-Step Guide for Beginners*. Pearson Education.
 10. Malhotra, Naresh. *Marketing Research*. Pearson Publication (Second Text)
 11. Mohan, S. and Elangovan, R. *Research Methodology in Commerce*. Deep and Deep Publications Pvt Ltd., New Delhi.
 12. Panneerselvam, R. *Research Methodology*. PHI Learning Pvt Ltd., New Delhi.
 13. Sekaran, Uma. *Research Methods for Business*. Wiley India, New Delhi.
 14. Saunders. *Business Research Methods*. Pearson Publications.
 15. Sharma, K. R. *Research Methods*. Atlantic Publishers, New Delhi
 16. Zikmund. William G. *Business Research Methods*. Cengage Learning.

Note: Latest edition of text books may be used

PAPER BAttgRM2: STATISTICAL ANALYSIS OF RESEARCH DATA USING SOFTWARE (EXCEL, SPSS, ETC.)

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 Manual, 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: Latest edition of text books may be used.

PAPER BAacctgRM3: PROJECT REPORT/THESIS IN ACCOUNTING

This course requires students to participate in field-based learning/project generally under the supervision of an employee of the given external entity. This shall require 30 hours per credit in a semester along with 15 hours of activities such as preparation for the field projects, data analysis, preparation of reports etc., and independent reading and study.

Course Contents: For the Dissertation in Accounting the activities to be undertaken during VII Semester will include writing of project/research proposal, and after approval of the Research problem by the Departmental Research Committee undertaking research under a supervisor allocated by the department, review of related literature or studies and collection of required data.

Research Project / Dissertation (12 credits)

Students choosing a 4-Year Bachelor's degree (Honours with Research) are required to take up research projects under the guidance of a faculty member. The students are expected to complete the Research Project in the eighth semester. The research outcomes of their project work may be published in peer-reviewed journals or may be presented in conferences /seminars or may be patented.

Exit Learning Outcomes of Qualification:

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

- ☐ *Contemporary higher-level knowledge and competence in the fields of Financial Accounting, Cost Accounting, Management Accounting, Taxation, Auditing and Assurance and Finance.*
- ☐ *Integrated knowledge of the research process – the skill to plan a research project, undertake literature review and empirical analysis, undertake interpretation of the results and come to conclusions.*
- ☐ *Competency in identifying research problem, identify research objectives, research questions, undertake review of literature, methodology of data collection, data analysis using statistical and econometric methods and technology to analyse the data, interpreting the results and presenting the findings in the form of a written research report.*
- ☐ *Acceptable behaviour within the academic environment, inclusive of adherence to the requirements of rules on plagiarism and copyright, and the ability to interact and collaborate effectively with others whilst taking co-responsibility for his/her own learning and research progress.*
- ☐ *Capability to groom and develop competent researchers capable of contributing to the advancement of knowledge in the field of Accounting.*
- ☐ *Capabilities to groom researchers in order to ensure that the research leadership and scholarly activity in accounting is widened in the country.*

(4) TAXATION MAJOR

BACHELOR OF ACCOUNTING _ CERTIFICATE

Eligibility for the UG Programmes: Senior Secondary School Leaving Certificate or Higher Secondary (12th Grade) Certificate obtained after successful completion of Grade 12 or equivalent stage of education corresponding to Level-4.

Qualification awarded: A student qualifying at Semester I and II examinations securing 40 credits shall be awarded **Certificate in Accounting** provided he secures 4 credits in work based vocational courses offered during summer term or internship / Apprenticeship in addition to 6 credits from skill-based courses earned during first and second semester.

Semester I

Subjects	Course*	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Financial Accounting I	PRC1	Nil	100	45	15	60
Financial Accounting II	PRC2	Nil	100	45	15	60
Indian Accounting Standards	FAMA1	5	100	60	15	75
Corporate Accounting I	FAMA2	5	100	60	15	75
	MDC-1	4	100			60
Business Communication (English)	AEC-1	4	100	45	15	60
Environment Studies	VAC- 1	2	100	15	15	30
Total		20	700			300

PAPER BAcctgFAMA1: INDIAN ACCOUNTING STANDARDS (IND AS)

Course Objective:

The course aims to

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

Course Contents:

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

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

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

Unit IV: Financial Instruments: IND AS 109 (Financial Instruments) – IND AS 32 (Financial Instruments: Presentation) - IND AS 107 (Financial Instruments: Disclosures) Recognition, Measurement and Disclosures (including Exercises, Problems and Case Studies in Corporate setup)

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

Course Exit Learning Outcomes:

On successful completion of the course the student shall demonstrate:

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

Suggested Readings:

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

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

Note: Latest edition of text books may be used.

PAPER BAcctgFAMA2: CORPORATE ACCOUNTING I

Course Objectives:

The course aims to:

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

Course Contents:

Unit I: Accounting for Share Capital: Features and types of companies Share and share capital: nature and types. Accounting for share capital: issue and allotment of equity and preferences shares.

Public subscription of shares – over subscription and under subscription of shares; issue at par and at premium, calls in advance and arrears (excluding interest), issue of shares for consideration other than cash.

Concept of Private Placement and Employee Stock Option Plan (ESOP), Sweat Equity.

Accounting treatment of forfeiture and reissue of shares.

Disclosure of share capital in the Balance Sheet of a company. Accounting for Debentures

Accounting for Debentures: Debentures: Meaning, types, Issue of debentures at par, at a premium and at a discount. Issue of debentures for consideration other than cash; Issue of debentures with terms of redemption; debentures as collateral security-concept, interest on debentures. Writing off discount / loss on issue of debentures.

Note: Discount or loss on issue of debentures to be written off in the year debentures are allotted from Security Premium Reserve (if it exists) and then from Statement of Profit and Loss as Financial Cost (AS 16)

Unit II: Final Accounts of Companies: Meaning, Nature, Uses and importance of financial Statement. Statement of Profit and Loss and Balance Sheet in prescribed form with major headings and sub headings (as per Schedule III to the Companies Act, 2013). Preparation of Statement of Profit and Loss and Balance Sheet of Corporate Entities and Disposal of Company Profits. Cash flow statement. Notes on Accounts.

Note: Previous years' Proposed Dividend to be given effect, as prescribed in AS-4, Events occurring after the Balance Sheet date. Current years' Proposed Dividend will be accounted for in the next year after it is declared by the shareholders

Unit III: Cash Flow Statement: Meaning, objectives Benefits, Cash and Cash Equivalents, Classification of Activities and preparation (as per AS 3 (Revised) (Indirect Method only)

Notes:

(i) Adjustments relating to depreciation and amortization, profit or loss on sale of assets including investments, dividend (both final and interim) and tax.

(ii) Bank overdraft and cash credit to be treated as short term borrowings.

(iii) Current Investments to be taken as Marketable securities unless otherwise specified.

Unit IV: Treatment of Profits Prior to Incorporation: Introduction to the process on incorporation of company, Accounting of Income and Expenses during Pre and Post

Incorporation Period, basis of allocation and apportionment of Income and Expenses for the Pre and Post Incorporation Period.

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

Unit V: External Reconstruction & Amalgamation & Absorption: Process and presentation of accounts in External Reconstruction - Amalgamation of companies – Meaning –features – Purchase Consideration – methods (lump sum payment method, net asset method, intrinsic value of share method – Absorption Process and Accounting entries – practical problems in all three situations.

Course Exit Learning Outcomes:

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

Suggested Readings:

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

Note: Latest edition of text books may be used.

Semester II

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Cost Accounting I	CMAMA1	5	100	60	15	75

Auditing and Assurance	AAMA1	5	100	60	15	75
	MDC-2	4	100			75
Computerised Accounting	SEC-1	3	100	15	30	45
Understanding India	VAC-2	2	100	15	15	30
Internship	1-1	2				45
Total		21	500			300

PAPER BAacctgCMAMA1: COST ACCOUNTING-I

Course Objectives:

The course aims to:

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

Course Contents:

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

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

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

Unit-III: Overheads: Introduction – Classification of Overheads – Accounting and Control of Manufacturing Overheads – Steps for distribution of overheads – Methods of absorbing

overheads to various products or Jobs – Types of Overheads Rates – Treatment of Under / Over Absorbed Overheads – Accounting and Control of Administrative Overheads – Accounting and Control of Selling & Distribution Overheads – (including problems)

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

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

Course Exit Learning Outcomes:

After learning this course students should be able to:

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

Suggested Readings:

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

Note: Latest edition of text books may be used.

PAPER BAacctgAAMA1: AUDITING AND ASSURANCE

Course Objective:

This course aims at:

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

Course Contents:

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

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

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

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

Unit V: Audit of Limited Companies and Others: Company Auditor – Appointment – Qualification - Powers - Duties and Liabilities – Professional Ethics of an Auditor - Audit of Educational Institutions – Audit of Insurance Companies- Audit of Cooperative societies.

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

Course Exit Learning Outcomes:

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

- ☐ *Articulate knowledge of fundamental audit concepts*
- ☐ *Demonstrate awareness, knowledge and appreciation in application of auditing principles and practices in business operations.*
- ☐ *Describe the auditor's responsibility for assessing fraud risk and detecting fraud.*
- ☐ *Understand the role of an Auditor in verifying and valuation of Assets and Liabilities*
- ☐ *Understand and follow the ethical standards in audit profession*

Suggested Readings:

1. Gupta, Kamal. Practical Auditing. Tata Mac Graw Hill.

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

Note: Latest edition of text books may be used.

BACHELOR OF ACCOUNTING - ADVANCED DIPLOMA

Pre-Requisite: A student after qualifying at I and II semesters on further qualifying at III and IV semesters' examinations securing 80 credits will be awarded **Advanced Diploma in Accounting** provided he secures additional 4 credit in skill based vocational courses offered during first year or second year summer term.

Qualification awarded: Students who opt to exit after completion of the second year and have secured 80 credits will be awarded the UG diploma if, in addition, they complete one vocational course of 4 credits during the summer vacation of the second year.

Semester III

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Income Tax I	TXMA1	5	100	60	15	75
Statistical Applications in Business	DAMA1	5	100	60	15	75
	MDC-3	4	100			60
Business Communication (MIL)	AEC-2	4	100	45	15	60
Health, Wellness & Yoga	VAC-3	2	100	15	15	30
Total		20				

PAPER BAcctgTXMA1: INCOME TAX I

Course Objectives:

The objective of this paper is to:

- ☐ *Make the student to gain knowledge about the direct tax laws in force for the relevant previous year.*
- ☐ *Provide insight to understand the computation of Income under various heads for the*

assessment of tax liability for various assesses.

Course Contents:

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

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

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

Unit IV: Computation of Profits and Gains from Business and Profession: Profits and Gains from Business or Profession: Business and Profession – An overview, Chargeability, Profits and Losses of Speculation Business, Deductions Allowable, Expenses Disallowed, Deemed Profits u/s 41, Maintenance of Accounts, Tax Audit, Presumptive Base Taxation, Practical Exercises and Case Studies.

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

Computation of Income under the head Other Sources.

Computation of Total Income of different Assesses: Gross Total Income, Deductions under Section 80, Clubbing of income, Setoff and Carry-forward of losses, Computation of total Income assessment of Individuals, HUFs, Firms, including LLPs, AOP ‘s and Trusts.

Course Exit Learning Outcomes:

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

- ☐ *Understand the latest provisions of income tax, rates of tax, cess etc. as applicable for the Assessment year.*
- ☐ *Understand the basis of Charge of income tax based on residential status of assesses.*
- ☐ *Identify incomes which are taxable and those that are exempted.*
- ☐ *Understand and apply the basis of charge of income with a focus on different heads on income.*
- ☐ *Compute taxable income under different heads of income.*
- ☐ *Compute total taxable income of different assesses.*
- ☐ *Work as tax consultant, audit assistant and other supporting services*

Suggested Reading:

1. Manoharan, T. N. *Students Handbook on Income Tax Law*, Snow White Publications

- 2.Mehrotra, H. C. *Income Tax Law and Accounts including Tax Planning*, Sahitya Bhawan Publications.
- 3.Narang and Gaur. *Income Tax*. Himalaya Publishing House.
- 4.Prasad, B. *Direct Taxes -Law and Practices*. Wishwa Prakashana
- 5.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 Mc Graw Hill
8. Income tax Act, 1961 as amended till date.

Note: Latest edition of text books may be used.

PAPER BAacctgDAMA1: STATISTICAL APPLICATIONS IN BUSINESS

Course Objectives:

The course aims to:

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

Course Contents:

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

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

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

Positional Averages: Median and Mode, Partition values (Quartiles and Deciles, Percentile), Empirical relation between Mean, Median and Mode- Merits and Demerits of Mean, Median and Mode. Exercises on Analysis and Interpretation of Measures of Central Tendency.

Unit-II Measures of Dispersion: Concept of Dispersion, Requirements of good measures of dispersion. - Absolute and Relative measures of dispersion. Range, Quartile Deviation (Q.D.) Mean Deviation (M.D.) Standard Deviation (S.D.) and Variance: Combined S.D. for two groups, Coefficient of Variation (C.V.): Definition and Its Uses -Merits and Demerits of Q.D., M.D. and S.D – Measures of Skewness – Karl Pearson and Bowley's coefficients of Skewness. Exercises on Analysis and Interpretation of Dispersion Measures.

Unit-III Analysis of Bi-variate data: Correlation-Concept and Types of correlation-Methods of studying correlation, Scatter Diagram, Karl Pearson's correlation coefficient, Spearman's rank correlation coefficient, Coefficient of Determination.

Regression: Concept of regression, Lines of regression, Regression Coefficients, Relation between correlation coefficient and regression coefficients. Exercises on Analysis and Interpretation of Correlation and Regression

Unit-IV: Analysis of Time Series: Definition and Uses of Time Series, Components of time series, Methods of determination of Trend and Seasonal Variations.

Index Numbers: Need and meaning of Index Numbers, Price, Quantity and Value based index numbers, - Simple and Weighted index numbers, Fisher's Ideal index numbers. Tests Of adequacy of index numbers. Exercises on Index Numbers.

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

Course Exit Learning Outcomes:

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

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

Suggested Readings:

1. Gupta, S.C. *Fundamentals of Statistics*. Himalaya Publishing House.
2. Gupta S.P. and Archana Gupta. *Elementary Statistics*. Sultan Chand and Sons, New Delhi.
3. Mizrahi and John Sullivan. *Mathematics for Business and Social Sciences*. Wiley and Sons.
4. Richard Levin and David S. Rubin. *Statistics for Management*, Prentice Hall of India, New Delhi.

5. Sharma, J. K. *Business Statistics*. Pearson Education.
6. Spiegel, M.R. *Theory and Problems of Statistics*.
7. Thukral, J. K. *Mathematics for Business Studies*. Mayur Publications
8. Vohra, N. D. *Business Mathematics and Statistics*, McGraw Hill Education (India) Pvt Ltd
9. *Schaum's Outlines Series*. McGraw Hill Publishing Co.

Note: Latest edition of text books may be used.

Semester IV

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Goods and Service Tax I	TXMA2	5	100	60	15	75
Income Tax II	TXMA3	5	100	60	15	75
	MI 1	5	100			75
e - Auditing	SEC2	3	100	15	30	45
Internship	I-2	2				45
Total		20				

PAPER BAacctgTXMA2: GOODS AND SERVICES TAX I

Course Objectives:

The paper aims at:

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

Course Contents:

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

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

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

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

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

Practical Component: Familiarise students with online GST Registration Process and Payment of Tax; Enabling GST and Defining Tax Details - Tally ERP; Defining Tax Rates at Master and Transaction Levels; Defining GST Rates at Stock Group Level; Defining GST Rate at Transaction Level; Accounting of GST Transactions; Creation of GST Duty ledgers; GST Reports; Generating GSTR; Exporting GSTR; Uploading of GSTR on GST portal

Course Exit Learning Outcomes:

On successful completion of this course the students shall demonstrate

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

Suggested Readings:

1. Ahuja, Girish Gupta, Ravi. *Systematic Approach to GST*. Wolters Kluwer
2. Gupta, S.S. *Taxmann's GST New Returns - How to Meet Your Obligations - A Practical Guide for filing of New GST Returns*.
3. Gupta, Vineet and Gupta, N. K. *Fundamentals of Goods and Services Tax*. Bharat Law House Pvt Ltd
4. Mehrotra H.C. and Agarwal, V. P. *Goods and Services Tax and Customs*. Sahitya Bhawan Publication.

5. Murthy, K. Ch. A. V. S. N. Lavanya, K. V. N. & Lakshmi, V. D. M. V. *Theory and Practice of Goods & Service Tax*. Telugu Academy, Hyderabad.

6. Saha, R.G Shah, Divyesh and Devi, Usha. *GST*, Himalaya Publishing House.

7. Singhania, Aditya. *Taxmann's GST New Returns with e-Invoicing - A Comprehensive Guide to New GST Returns*.

PAPER BAacctgTXMA3: INCOME TAX II

Course Objectives:

The aim of this course is to:

- ☐ *Enable the student to acquire the knowledge of applying tax provisions to a corporate assesses in various tax planning decisions of a company.*
- ☐ *Enable the students to study and analyse the company's tax savings decisions.*

Course Contents:

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

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

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

Unit IV: Tax Planning and Financial Management Decisions: tax planning with reference to corporate capital structure decision, investment and dividend decisions – Tax Considerations and Tax Planning, issue of bonus shares. Purchase of Assets out of own funds or borrowed funds, Purchase or lease, purchase by instalments or hire, sale of assets used for scientific research, make or buy decisions, Repairs, Replace, Renewal or Renovation, Practical Exercises and Case studies.

Unit V: Assessment of Tax: Assessment procedures – Types of assessments, Powers of officers- Search and seizures, Prosecution and penalties, Appeals and revisions, Appeals to High Court/Supreme Court and Settlement Commission, Refunds.

Tax Payment: E-TDS/E-TCS, e-filing of tax returns, Advance payment of tax, Advance Tax Ruling.

Course Exit Learning Outcomes:

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

- ☐ *Draw the differences between tax planning, tax evasion, tax avoidance and tax management.*
- ☐ *Apply the relevant sections of the Income Tax Act to compute taxable income keeping tax considerations.*

- ☐ Have knowledge about with major and latest provisions of the India tax laws and related judicial pronouncements pertaining to corporate assesses with a view to derive maximum possible tax benefits admissible under the law.
- ☐ Apply analytical reasoning tools to assess how taxes affect economic decisions for business entities.
- ☐ Compute the tax liability of Companies and File Income tax return.

Suggested Readings:

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

Note: Latest edition of text books may be used.

3-YEAR BACHELOR OF ACCOUNTING DEGREE

Pre-requisite: A student after qualifying at I and II semesters on further qualifying at III and IV semesters' examinations securing 80 credits will be awarded Advanced Diploma in Accounting provided he secures additional 4 credit in skill based vocational courses offered during first year or second year summer term.

Qualification awarded: A student on qualifying at I, II, III, IV semesters and thereafter qualifying at V and VI Semesters' examinations securing 120 credits shall be awarded 3-year **Bachelor of Accounting Degree in the Major discipline.**

Semester V

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Goods and Service Tax II & Customs Law	TXMA4	5	100	60	15	75
Tax Planning for Individuals and Firms	TXMA5	5	100	60	15	75
	MI -2	5	100			75
	MI -3	5	100			75
Total		20	400			300

PAPER BAcctgTXMA4: GOODS AND SERVICES TAX II & CUSTOM LAW

Course Objectives:

The course aims at:

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

Course Contents:

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

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

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

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

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

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

Course Exit Learning Outcomes:

On successful completion of the course the student shall demonstrate:

- ☐ *Understanding of the appeals, offences and penalties with respect to GST*
- ☐ *Knowledge of various Appellate Authorities under GST regime and its powers*
- ☐ *Understanding the provisions relating to overview of customs law.*
- ☐ *Capability to undertake analysis and application of procedure for assessment of duty.*
- ☐ *Understanding of the powers of officers in relation to customs.*

Suggested Readings:

1. Ahuja, Girish and Gupta, Ravi. *Systematic Approach to GST*. Wolters Kluwer
2. Datey, V.S. *Indirect Taxes Law and Practice*. Taxman Publications

3. Gupta S.S. *Taxman's GST New Returns How to Meet Your Obligations -A Practical Guide for filing of New GST Returns.*
4. Gupta, Vineet and Gupta, N. K. *Fundamentals of Goods and Services Tax.* Bharat Law House Pvt Ltd
5. Mangal, Yashvant. *Conceptual Learning on Indirect Tax Laws (3 Volumes).*
6. Mehrotra, H. C. and Agarwal, V. P. *Goods and Services Tax and Customs: Sahitya Bhawan Publications.*

Note: Latest edition of text books may be used.

PAPER BAcctgTXMA5: TAX PLANNING FOR INDIVIDUALS AND FIRMS

Course Objectives

- ☐ *To expose the students to the latest provisions of Income Tax Act.*
- ☐ *To explain the Tax Planning and Assessment Procedures for Individuals and Firms.*
- ☐ *To develop knowledge in depth on the tax planning provisions for individuals and firm and their relative benefits and limitations.*

Course contents

Unit I: Heads of Income- Income from Salary- Income from House Property- Income from Business or Profession- Capital Gains- Income from Other Sources- Computation of Total Income. Clubbing of Income- Aggregation of Income- Set off and Carry forward of Losses- Deduction from Gross Total Income

Unit II: Concept of Tax Planning: Meaning Features Scope. Importance Objective of Tax Planning; Difference Between Tax Planning and Tax Evasion.

Tax Planning- Tax Management- Tax Evasion- Tax Avoidance- Nature and Scope of Tax Planning and Management- Types of Tax Planning Problems in Tax Planning Significance of Individual, Firm, and Corporate Tax Planning and Management

Unit III: Assessment of Individuals -Assessment of Individuals-Tax Incidence on Individuals- Taxable Income – How Computed; Problems on Computation of Taxable Income- Hints for Tax Planning of Individuals.

Unit IV Recognized methods of Tax Planning Tax Planning for salaried persons; prior to appointment during the service, after retirement Salary Package; Income from house property and Tax Planning Avail benefit of various deductions of let out and self-occupied property Measures regarding minimize tax liability under business and profession

Tax Planning of Long-term capital gains Exemptions relating to long term capital gain; Adoption of investment planning to get benefit of deduction 80 c and other deductions selection of business form for minimum tax liability

Unit V: Assessment of Firms- meaning of Partnership – conditions of 40 (b)- Change in Constitution of Firm- carry forward and set off of loss in the case of change in constitution- Computation of Income of Firm- Tax- Assessment of Partners of a firm- Hints for Tax Planning.

Exit Learning Outcomes

On successful completion of the course the student shall demonstrate:

- ☐ *Knowledge of provisions in the income tax law providing scope of tax planning and legitimate and recognised method of tax planning.*
- ☐ *Capability to select the appropriate provisions and methods of tax planning for individuals and firms as per their requirement and do it.*

Suggested Readings

1. Bhagavath Prasad. Direct Tax Law and Practice
2. Kushal Kumar Agrawal. Direct Tax Planning and Management; Atlantic Publishers
3. Lakhotia R N. Corporate Tax Planning

4. Mehrotra H C. Direct Tax Planning
5. Singhanian, V. K: Direct Tax Planning and Management, Taxman, New Delhi
6. Singhanian V. K. Direct Taxes Laws and Practices, Taxman, New Delhi
7. Srinivas E. A. Corporate Tax Planning: Corporate Tax Planning; Tata Mc – Graw Hill

Note: Latest edition of text books may be used.

Semester VI

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Corporate Tax Planning	TXMA6	5	100	60	15	75
International Taxation	TXMA7	5	100	60	15	75
	MI -4	5	100			75
e-Tax Compliance	SEC-3	3	100			75
Internship	I-3	2				45
Total		20	400			300

PAPER BAacgtTXMA6: CORPORATE TAX PLANNING

Course Objectives

- ☐ To expose the students to the latest provisions of Income Tax Act providing scope for tax planning for companies.
- ☐ To develop the knowledge of students for identify the appropriate provisions and methods of Tax Planning for Companies.
- ☐ To equip the students for identifying and suggesting the tax planning under alternative conditions regarding form of business, nature of business, etc.
- ☐ To develop the knowledge of students regarding scope of tax planning under foreign collaboration, mergers, acquisitions, demergers, etc.

Course content

Unit 1: Introduction, Tax Planning, Tax Avoidance, Tax Evasion: Concepts and Objectives; Factors & Methods; Tax Planning and Corporate Planning Different types of Company

Taxation of Companies (Residential status, Tax liability, MAT provision)-Residential status and Incidence of Tax for Corporate Assesses, Taxation of Company-Computation of tax liability, MAT-Provision; MAT Credit

Unit II: Assessment of Companies - Definitions- Taxable Income and Tax Liability- How Computed- Minimum Alternative Tax- Tax on distributed profits of domestic companies- tax on income distributed to unit holders- Tax on income received from venture capital companies and venture capital fund- Problems on

Computation of Taxable Income of Corporate Assesses - Tax Planning and Management Decisions- Tax Planning with reference to Financing and Investment Decisions – Make or Buy- Own or Lease-Repair or Replace- Employee Remuneration- Setting up of New Business- Location Aspect- Amalgamation or Demerger

Unit III: Tax Planning-Forms of business: Tax Planning for Sole proprietorship, Partnership and LLP.

Tax Planning-Nature of business I-(Sec. 32AD, 33AB, 3ABA); II (Sec. 35ABB, 35AD); III (Sec. 80-IA, 80-IAC, 80-IB, 80-IBA, 80-ID, 80-IE, 80JJA)

Tax Planning-Location of business

Unit IV: Tax Planning-Foreign Collaboration: Business Restructuring- Merger, Demerger including Slump sale.

Double Taxation Relief - Meaning- Double Taxation Relief Applicable to Individuals, Firms and Corporate- Double Taxation Relief

Taxation Avoidance- General Anti Avoidance Rules (GAAR)

Unit-V: Tax Planning-Managerial decision- Make or buy; Scientific Research; Business Restructuring-Amalgamation; Capital structure & dividend policy Dividend Tax Types of dividends, Dividend Tax planning- Employees' Remuneration; Procurement of assets -Lease vs. purchase; Procurement of assets-Instalment vs. Hire Purchase.

Course Exit Learning Outcomes

On successful completion of the course the student shall demonstrate:

- ☐ *Understanding of the latest provisions of Income Tax Act providing scope for tax planning for companies.*
- ☐ *Capability for identifying the appropriate provisions and methods of Tax Planning for Companies.*
- ☐ *Understanding of identifying and suggesting the tax planning under alternative conditions regarding form of business, nature of business, etc.*
- ☐ *Capability to determine the scope of tax planning under foreign collaboration, mergers, acquisitions, demergers, etc.*

Suggested Readings

1. Bhagavath Prasad. Direct Tax Law and Practice
2. Kushal Kumar Agrawal. Direct Tax Planning and Management; Atlantic Publishers
3. Lakhota R N. Corporate Tax Planning
4. Mehrotra H C. Direct Tax Planning
5. Singhanian, V. K: Direct Tax Planning and Management, Taxman, New Delhi
6. Singhanian V. K. Direct Taxes Laws and Practices, Taxman, New Delhi
7. Srinivas E. A. Corporate Tax Planning: Corporate Tax Planning; Tata Mc – Graw Hill

Note: Latest edition of text books may be used.

PAPER BAacctgTXMA7: INTERNATIONAL TAXATION

Course Objectives:

This course aims to:

- ☐ *Develop understanding of the students on issues related to taxation for corporate entities in constructive planning and managements of tax liability.*
- ☐ *Develop understanding of the students on provisions in taxation laws and regulations on taxation of non-resident individuals, firms, trusts, funds and companies.*
- ☐ *Develop understanding of the students on provisions in taxation laws and regulations on taxation and the scope of tax planning within the limitations provided.*

□ *Develop understanding of the students on double taxation avoidance agreements by the national governments with the governments of other countries and the scope of tax planning.*

Course Contents:

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

Unit II: Taxation of Multinational Business: Provisions of the Income Tax Act 1961 and Income Tax Rules 1962 relating to international taxation; Double Taxation Relief Agreements with Foreign Countries or Specified Territories [Section 90], Adoption by Central Government of agreement between Specified Associations for Double Taxation Relief [Section 90A], Countries with which no agreement exists [Section 91], Tax Residency Certificate (TRC) [Section 90 & 90A], Taxation of Non-Resident Individuals (NRIs), HNIs, Firms, Sovereign Wealth Funds, Pension Funds, Trusts, and Foreign Companies; Tax Information Exchange Agreements, Anti-tax avoidance measures.

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

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

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

Unit IV: Tax Planning and Transfer Pricing: Transfer price, Various approaches to determine profit of branches and associated enterprises; OECD Transfer pricing Guidelines; Multinational Enterprises and Tax Administration Guidelines; UN Transfer Pricing Guidelines for Developing countries; International Taxation and Transfer Pricing issues; Application of Generally Accepted Cost Accounting Principles and Techniques for determination of Arm's Length Price; Provisions in the Income Tax Act 1961 and the Income Tax Rules 1962 relating to Transfer pricing; Overview of transfer pricing in India; Methods to curb tax evasion through Arm's Length Price and methods of its computation.

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

Course Exit Learning Outcomes:

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

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

Suggested Readings:

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

Note: Latest edition of text books may be used

4-YEAR BACHELOR OF ACCOUNTING HONOURS DEGREE

Pre-requisite: A student after qualifying at I and II semesters and at III and IV semesters' on further qualifying at V and VI semester examinations securing 80 credits will be eligible for admission to **4-year UG Honours Degree** in Accounting provided he secures additional 4 credit in skill based vocational courses offered during first year or second year summer term.

Qualification awarded: A student on further qualifying at VII and VIII semesters' examinations provided he secures 160 credits shall be awarded 4-Year Bachelor of Accounting Honours in the major discipline.

Semester VII

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Advanced Tax Planning and Tax Management	TXMA8	5	100	60	15	75
Issues in Taxation	TXMA9	5	100	60	15	75
	MI -5	5	100			75
	MI -6	5	100			75

Total		20	400			300
-------	--	----	-----	--	--	-----

PAPER BAacctgTXMA8: ADVANCED TAX PLANNING AND TAX MANAGEMENT

Course Objectives:

The course aims to:

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

Course Contents:

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

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

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

Unit III: Tax Planning and Business Decisions: Tax planning with reference to specific management decisions such as Make or buy, Own or lease, Repair or replace; Tax planning with reference to Employee's remuneration; Tax planning with reference to receipt of insurance compensation; Tax planning with reference to distribution of assets at the time of

liquidation; Double taxation relief – bilateral and unilateral relief related provisions; Provisions related to advance tax computation and payment procedure; Case studies/Exercises.

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

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

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

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

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

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

Income Tax authorities; Tax Deduction and Collection Account Number (TAN); Tax Information Network (TIN); Tax deduction at source – tax on salary, interest, dividend, interest other than interest on securities, winning from lottery, games, etc., Insurance commission and related provisions for deductions; Managerial remuneration and tax consideration; Income of others' liable for clubbing; Deductions under Sections 80C, 80CCD

(1), 80CCD (1B), 80CCD (2), 80D, 80DD, 80DDB, 80E, 80G, 80TTA, 80TTB; Rebate under Section 87A. Double taxation relief under Sections 90 and 91; Case studies/Exercises.

Course Exit Learning Outcomes:

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

- ☐ *Develop detailed understanding on various planning tools in direct taxation and use the provisions of direct taxes for planning and decision making.*
- ☐ *Develop understanding of taxation for corporate entities and use it for decision making to facilitate constructive planning of tax liability.*
- ☐ *Develop the ability and skill of the students to undertake corporate tax planning independently or in a business set up.*

Suggested Readings:

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

Note: Latest edition of text books may be used.

PAPER BAcctgTXMA9: ISSUES IN TAXATION

Course Objectives

This course aims to

- ☐ Create awareness among the students on issues in taxation.
- ☐ Provide knowledge and understanding to students of implications of the issues.
- ☐ Equip the students with the knowledge of possible remedies.

Course Contents

Unit I: Transparency and Good Governance: Disclosure and publication of quantitative and qualitative data on taxation, Facilitation of payment and collection of tax, Ensure informed judgement; Complexity of Tax Laws and Frequent Changes, Tax Avoidance and Tax evasion measures and implications, Legal remedies.

Unit II: Taxation of Internet based (E Commerce) Transactions: Taxation of goods and services purchased online (Section 194 O of Income Tax Act, 1961) from domestic suppliers

and foreign suppliers, Tax collection at source, Equalization Levy

Unit III: Tax Heavens and Role of Shell Companies: Multinational Cash Boxes in Preferential Tax Regimes and erosion of Tax; Preventive measures.

Unit IV: Tax Treaties and Double Taxation Relief: Implementation, Deficiencies and Treaty abuse.

Unit V: Taxation of Private equity Investment; Taxation of Non-residents:

Course Exit Learning Outcomes

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

- ☐ Awareness of the issues in taxation.
- ☐ Show knowledge and understanding of the implications of the issues in taxation.
- ☐ Possess knowledge of possible remedies in the situation.

Suggested Readings:

1. Manoharan, T. N. *Students Handbook on Income Tax Law*. Snow White Publications
2. Narang and Gaur. *Income Tax*. Himalaya Publishing House.
3. Prasad, B. *Direct Taxes - Law and Practices*. Wishwa Prakashana
4. Singhania, Vinod K and Singhania, Kapil. *Direct Tax Planning and Management*. Taxman.
5. Singhania, Vinod, K. *Direct Taxes - Law and Practices*. Taxman Publications

Note: Latest edition of text books may be used.

Semester VIII

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
International Model Tax Conventions	TXMA10	5	100	60	15	75
Public Financial Management	TXMA11	5	100	60	15	75
	MI -7	5	100			75
	MI -8	5	100			75
Total		20	400			300

PAPER BAacctgTXMA10: INTERNATIONAL MODEL TAX CONVENTIONS

Course Objectives:

This course aims to

- ☐ Acquaint the students with knowledge of international model tax conventions.
- ☐ Develop the understanding of the students on provisions and applications of international model tax conventions
- ☐ Equip the students to develop tax policies keeping in view the requirements of international tax conventions

Course Contents:

Unit I: International Tax Conventions: Objectives, Elimination of Double Taxation, Important features, Bilateral tax treaties. Taxation principles.

Unit II: United Nations Model Tax Convention 2021: Objective, Special characteristic features, Source, Residence Principle of taxation; Based on Balanced approach, Tax policy considerations, Scope of convention, Taxation of income, Taxation of capital, Elimination of

double taxation, Special provisions.

Unit III: United States of America Model Tax Convention on income and on capital 2016: Preambles, Scope, Definitions, Benefits, Special provisions

Unit IV: OECD Model Tax Convention: Considerations, Special provisions, General scope of taxes covered, Relevant tax policies, Special provisions, Multilateral tax conventions.

Unit V: US Tax Convention with the Republic of India 1991: Objective, Scope of taxation, Income from property, Business income, Shipping and Air Transport, Dividend, Interest, Royalty and fees, Services,

Course Exit Learning Outcomes

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

- ☐ Acquaintance with the knowledge of international model tax conventions.
- ☐ Understanding of provisions and applications of international model tax conventions
- ☐ Knowledge to develop tax policies keeping in view the requirements of international tax conventions

Suggested Readings:

1. United Nations Model Tax Convention, 2021
2. United States of America Model Tax Convention on Income and on Capital 2010.
3. OECD Model Tax Convention, 2016.
4. US Tax Convention with the Republic of India 1991.

Note: Latest edition of text books may be used.

PAPER BAacctgTXMA11: PUBLIC FINANCIAL MANAGEMENT

Course objectives:

The aim of the course is to

- ☐ *Set a strong foundation for public finance, which includes various policies such as monetary policy, fiscal policy etc.,*
- ☐ *Equip the learners to better appreciate the needs and expectations of people and contribute to national development.*

Course contents:

Unit I: Public Finance and Government; Functions of State, Defining Public finance; Monetary Policy and Fiscal Policy; Role players in Government finance and their functions, rights and duties, Service provision based on Revenue sources.

Unit II: Relationship between Accounting and Public Finance; Source of income for governments and Inter Government Fund Revenues (IGFR); National, Provincial and Local governments – Sources of their income and inter government fund revenues (IGRF).

Unit III: Contemporary Reforms in Public Financial Management; Budget reforms and managing Public Finance through budgeting including medium term expenditure framework.

Unit IV: Ethics and Accountability in Public Financial Management: Governance in Democracies, Code of ethics for the state and Constitutional authorities.

Unit V: Privatisation as a Major Reform in Public Sector Management; Privatisation, Public Private Partnership, Public procurement and Supply chain management.

Course Exit Learning Outcomes:

On completion of this module students should be able to:

- ☐ *Analyse the implications and outcomes of financial policies of government*

- *Develop appropriate programmes for development*
- *Design and harness appropriate sources for raising public funds*
- *Evaluate the outcomes of development programmes.*

Suggested Readings:

1. Bhatia, H. L. *Public Finance*
2. John Bakiya. *Taxing Ourselves.*
3. Joseph E. Stiglitz. *Economics of Public Sector.*
4. Paul, R. R. *Public Finance.*
5. Singh, S. K. *Public Finance in Theory and Practice*
6. Srivastava, D. K. *Issues in Indian Public Finance*

Note: Latest edition of text books may be used.

4-YEAR BACHELOR OF ACCOUNTING HONOURS WITH RESEARCH DEGREE

Pre-requisite: Students who secure 75% marks and above in the first six semesters and wish to undertake research at the undergraduate level can choose a research stream in the fourth year.

Qualification awarded: The students who secure 160 credits, including 12 credits from a research project/dissertation, are awarded 4-Year Bachelor of Accounting Honours with Research in Major Discipline. The students should undertake and complete a research project or dissertation under the guidance of a faculty member of the University/College. The research project/dissertation will be in the major discipline.

Semester VII

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Advanced Tax Planning and Tax Management	TXMA8*	5	100	60	15	75
Issues in Taxation	TXMA9*	5	100	60	15	75
	MI -5	5	100			75
	MI -6	5	100			75
Total		20	400			300

Notes: * Detailed Courses content of TXMA8: Advanced Tax Planning and Tax Management and TXMA9: Issues in Taxation are given on pages 141 and 143 respectively.

Semester VIII

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Business Research Methods	RM1	5	100	60	15	75

Statistical Analysis of Research Data using Software (Excel, SPSS, etc.)	RM2	5	100	15	60	75
Dissertation	RM3	12	200			180
Total		22				330

PAPER BAacctgRM1: BUSINESS RESEARCH METHODS

Course Objectives:

The objectives of the course are to:

- ☐ *Provide understanding of concepts, tools and techniques of carrying out business research.*
- ☐ *Expose students with the methods and process of data analysis for scientific research.*

Course Contents:

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

Research Problem: Selection of Problem of Research, Research Problems in Social Sciences, Components and Sources of Research Problem, Defining Research Problem, Evaluation of Research Problem.

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

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

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

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

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

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

Unit IV: Data Analysis:

Univariate Data Analysis Techniques: Descriptive Statistical Measures; Use of Charts and Graphs.

Bivariate Data Analysis Techniques: Descriptive Statistics, Simple Correlation, Simple Regression, Linear Regression, Panel Data Regression - Pooled Regression, Fixed Effect and Random Effect Models, Logistic Regression, Ordinal Regression, Probit, Concepts of adjusted R-square, Autocorrelation, Serial Correlation, Multicollinearity, Heteroscedasticity (for time series regression), Stationarity.

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

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

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

Testing Significance of Results - Parametric Tests: Choosing between the two, Level of Significance, One sample z test, Two samples z test, One sample t test, Two samples t test, Paired sample t test,

Non-Parametric Tests: Chi-square test, Mann Whitney U Test, Wilcoxon Signed Rank Test. Univariate Normality Tests - Kolmogorov Smirnov Test, Shapiro-Wilk Test, Multivariate Normality Test,

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

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

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

Course Exit Learning Outcomes:

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

- ☐ *Develop thorough understanding of the fundamental theoretical ideas and logic of research and Research Standards and Research Ethics.*
- ☐ *Propose a research study and justify the theory as well as the methodological decisions.*
- ☐ *Formulate hypothesis and test the hypothesis.*
- ☐ *Use the statistical tools and software packages in research*
- ☐ *Acquire the skill in drafting research report.*
- ☐ *Capability in taking up bivariate and multi-variate data analysis in research and test the significance of results.*
- ☐ *Capability in undertaking research independently.*
- ☐ *Confidence in undertaking research projects independently.*

Suggested Readings:

1. Bajpai, Naval. *Business Research Methods*. Pearson.
2. Bhandarkar, P. L. & Wilkinson, T.S. *Methodology and Techniques of Social Research*. Himalaya Publishing House.
3. Bryman, Alan & Emma Bell. *Business Research Methods*. Oxford University Press – India Edition.
4. Collis, Jill & Hussey, Roger. *Business Research: A Practical Guide for Undergraduates & Postgraduates*. Palgrave Macmillan – India.

5. Cooper and Pamela. *Business Research Methods*. Tata Mc Graw Hill.
6. Kothari, C. R. *Research Methodology: Methods and Techniques*. New Age International Publishers.
7. Krishnaswamy O.R. and Ranganatham, M. *Methodology of Research in Social Sciences*. Himalaya Publishing House.
8. Kumar, Ranjit. *Research Methodology – A Step-by-Step Guide for Beginners*. Pearson Education.
9. Mohan, S. and Elangovan, R. *Research Methodology in Commerce*. Deep and Deep Publications Pvt Ltd., New Delhi.
10. Panneerselvam, R. *Research Methodology*. PHI Learning Pvt Ltd., New Delhi.
11. Sekaran, Uma. *Research Methods for Business*. Wiley India, New Delhi.
12. Saunders. *Business Research Methods*. Pearson Publications.
13. Sharma, K. R. *Research Methods*. Atlantic Publishers, New Delhi
14. Zikmund. William G. *Business Research Methods*. Cengage Learning.

Note: Latest edition of text books may be used

PAPER BAacctgRM2: STATISTICAL ANALYSIS OF RESEARCH DATA USING SOFTWARE (EXCEL, SPSS, ETC.)

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 Manual, 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: Latest edition of text books may be used.

PAPER BAacctgRM3: PROJECT REPORT/THESIS IN ACCOUNTING

This course requires students to participate in field-based learning/project generally under the supervision of an employee of the given external entity. This shall require 30 hours per credit

in a semester along with 15 hours of activities such as preparation for the field projects, data analysis, preparation of reports etc., and independent reading and study.

Course Contents: For the Dissertation in Accounting the activities to be undertaken during VII Semester will include writing of project/research proposal, and after approval of the Research problem by the Departmental Research Committee undertaking research under a supervisor allocated by the department, review of related literature or studies and collection of required data.

Research Project / Dissertation (12 credits): Students choosing a 4-Year Bachelor's degree (Honours with Research) are required to take up research projects under the guidance of a faculty member. The students are expected to complete the Research Project in the eighth semester. The research outcomes of their project work may be published in peer-reviewed journals or may be presented in conferences /seminars or may be patented.

Exit Learning Outcomes of Qualification:

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

- ☐ *Contemporary higher-level knowledge and competence in the fields of Financial Accounting, Cost Accounting, Management Accounting, Taxation, Auditing and Assurance and Finance.*
- ☐ *Integrated knowledge of the research process – the skill to plan a research project, undertake literature review and empirical analysis, undertake interpretation of the results and come to conclusions.*
- ☐ *Competency in identifying research problem, identify research objectives, research questions, undertake review of literature, methodology of data collection, data analysis using statistical and econometric methods and technology to analyse the data, interpreting the results and presenting the findings in the form of a written research report.*
- ☐ *Acceptable behaviour within the academic environment, inclusive of adherence to the requirements of rules on plagiarism and copyright, and the ability to interact and collaborate effectively with others whilst taking co-responsibility for his/her own learning and research progress.*
- ☐ *Capability to groom and develop competent researchers capable of contributing to the advancement of knowledge in the field of accounting.*
- ☐ *Capabilities to groom researchers in order to ensure that the research leadership and scholarly activity in accounting is widened in the country.*

(5) DATA ANALYSIS AND COMPUTER-BASED APPLICATIONS IN ACCOUNTING MAJOR

BACHELOR OF ACCOUNTING - CERTIFICATE

Eligibility for the UG Programmes: Senior Secondary School Leaving Certificate or Higher Secondary (12th Grade) Certificate obtained after successful completion of Grade 12 or equivalent stage of education corresponding to Level-4.

Qualification awarded: A student qualifying at Semester I and II examinations securing 40 credits shall be awarded **Certificate in Accounting** provided he secures 4 credits in work based vocational courses offered during summer term or internship / Apprenticeship in addition to 6 credits from skill-based courses earned during first and second semester.

Semester I

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Financial Accounting I	PRC-1	Nil	100	45	15	60
Financial Accounting II	PRC -2	Nil	100	45	15	60
Indian Accounting Standards	FAMA1	5	100	60	15	75
Corporate Accounting I	FAMA2	5	100	60	15	75
	MDC -1	4	100			60
Business Communication (English)	AEC -1	4	100	45	15	60
Environment Studies	VAC - 1	2	100	15	15	30
Total		20	700			300

PAPER BAacctgFAMA1: INDIAN ACCOUNTING STANDARDS (IND AS)

Course Objective:

The course aims to

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

Course Contents:

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

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

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

Unit IV: Financial Instruments: IND AS 109 (Financial Instruments) – IND AS 32 (Financial Instruments: Presentation) - IND AS 107 (Financial Instruments: Disclosures) Recognition, Measurement and Disclosures (including Exercises, Problems and Case Studies in Corporate setup)

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

Course Exit Learning Outcomes:

On successful completion of the course the student shall demonstrate:

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

Suggested Readings:

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

Note: Latest edition of text books may be used.

PAPER BAcctgFAMA2: CORPORATE ACCOUNTING I

Course Objectives:

The course aims to:

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

Course Contents:

Unit I: Accounting for Share Capital: Features and types of companies Share and share capital: nature and types. Accounting for share capital: issue and allotment of equity and preferences shares.

Public subscription of shares – over subscription and under subscription of shares; issue at par and at premium, calls in advance and arrears (excluding interest), issue of shares for consideration other than cash.

Concept of Private Placement and Employee Stock Option Plan (ESOP), Sweat Equity.

Accounting treatment of forfeiture and reissue of shares.

Disclosure of share capital in the Balance Sheet of a company. Accounting for Debentures

Accounting for Debentures: Debentures: Meaning, types, Issue of debentures at par, at a premium and at a discount. Issue of debentures for consideration other than cash; Issue of debentures with terms of redemption; debentures as collateral security-concept, interest on debentures. Writing off discount / loss on issue of debentures.

Note: Discount or loss on issue of debentures to be written off in the year debentures are allotted from Security Premium Reserve (if it exists) and then from Statement of Profit and Loss as Financial Cost (AS 16)

Unit II: Final Accounts of Companies: Meaning, Nature, Uses and importance of financial Statement. Statement of Profit and Loss and Balance Sheet in prescribed form with major headings and sub headings (as per Schedule III to the Companies Act, 2013). Preparation of Statement of Profit and Loss and Balance Sheet of Corporate Entities and Disposal of Company Profits. Cash flow statement. Notes on Accounts.

Note: Previous years' Proposed Dividend to be given effect, as prescribed in AS-4, Events occurring after the Balance Sheet date. Current years' Proposed Dividend will be accounted for in the next year after it is declared by the shareholders

Unit III: Cash Flow Statement: Meaning, objectives Benefits, Cash and Cash Equivalents, Classification of Activities and preparation (as per AS 3 (Revised) (Indirect Method only)

Notes:

(i) Adjustments relating to depreciation and amortization, profit or loss on sale of assets including investments, dividend (both final and interim) and tax.

(ii) Bank overdraft and cash credit to be treated as short term borrowings.

(iii) Current Investments to be taken as Marketable securities unless otherwise specified.

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

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

Unit V: External Reconstruction & Amalgamation & Absorption: Process and presentation of accounts in External Reconstruction - Amalgamation of companies – Meaning –features – Purchase Consideration – methods (lump sum payment method, net asset method, intrinsic value of share method – Absorption Process and Accounting entries – practical problems in all three situations.

Course Exit Learning Outcomes:

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

Suggested Readings:

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

Note: Latest edition of text books may be used.

Semester II

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Cost Accounting I	CMAMA3	5	100	60	15	75
Auditing and Assurance	AAMA1	5	100	60	15	75
	MDC-2	4	100			75
Computerised Accounting	SEC -1	3	100	30	15	45
Understanding India	VAC -2	2	100	15	15	30
Internship	I-1	2	100			45

Total		21	500			300
-------	--	----	-----	--	--	-----

PAPER BAacctgCMAMA1: COST ACCOUNTING-I

Course Objectives:

The course aims to:

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

Course Contents:

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

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

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

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

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

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

Course Exit Learning Outcomes:

After learning this course students should be able to:

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

Suggested Readings:

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

Note: Latest edition of text books may be used.

PAPER BAacctgAAMA1: AUDITING AND ASSURANCE

Course Objective:

This course aims at:

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

Course Contents:

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

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

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

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

Unit V: Audit of Limited Companies and Others: Company Auditor – Appointment – Qualification - Powers - Duties and Liabilities – Professional Ethics of an Auditor - Audit of Educational Institutions – Audit of Insurance Companies- Audit of Cooperative societies.

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

Course Exit Learning Outcomes:

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

- ☐ *Articulate knowledge of fundamental audit concepts*
- ☐ *Demonstrate awareness, knowledge and appreciation in application of auditing principles and practices in business operations.*
- ☐ *Describe the auditor's responsibility for assessing fraud risk and detecting fraud.*
- ☐ *Understand the role of an Auditor in verifying and valuation of Assets and Liabilities*
- ☐ *Understand and follow the ethical standards in audit profession*

Suggested Readings:

1. Gupta, Kamal. *Practical Auditing*. Tata Mac Graw Hill.
2. Gupta, Kamal. *Contemporary Auditing*. Tata Mc. Graw-Hill, New Delhi.
3. Manjunatha, J. M. and Others. *Auditing and Assurance*. Himalaya Publishing House.
4. Pagare, Dinakar. *Practice of Auditing*. Sultan Chand & Sons.

5. Ramaswamy, M. S. *Principles and Practice of Auditing*.
6. Sharma, T.R. *Auditing Principles and Problems*. Sahitya Bhawan, Agra.
7. Sharma, T.R. *Auditing*. Sahitya Bhawan, Agra.
8. Saxena, R.G. *Principles of Auditing*.
9. Saxena, R.G. *Principles and Practice of Auditing*. Himalaya Publishing House
10. Tandon, B.N. *Principles of Auditing*. S. Chand and Company, New Delhi.
11. Tandon, B. N. *Practical Auditing*, Sultan Chand & Sons.

Note: Latest edition of text books may be used.

BACHELOR OF ACCOUNTING - ADVANCED DIPLOMA

Pre-Requisite: A student after qualifying at I and II semesters on further qualifying at III and IV semesters' examinations securing 80 credits will be awarded **Advanced Diploma in Accounting** provided he secures additional 4 credit in skill based vocational courses offered during first year or second year summer term.

Qualification awarded: Students who opt to exit after completion of the second year and have secured 80 credits will be awarded the UG diploma if, in addition, they complete one vocational course of 4 credits during the summer vacation of the second year.

Semester III

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Income Tax I	TXMA1	5	100	60	15	75
Statistical Applications in Business	DAMA1	5	100	60	15	75
	MDC-3	4	100			60
Business Communication (MIL)	AEC-2	4	100	45	15	60
Health, Wellness & Yoga	VAC-3	2	100	15	15	30
Total		20				

PAPER BAcctgTXMA1: INCOME TAX I

Course Objectives:

The objective of this paper is to:

- ☐ *Make the student to gain knowledge about the direct tax laws in force for the relevant previous year.*
- ☐ *Provide insight to understand the computation of Income under various heads for the assessment of tax liability for various assesses.*

Course Contents:

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

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

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

Unit III: Income from Profits and Gains from Business and Profession: Profits and Gains from Business and Profession: Business and Profession – An overview, Chargeability, Profits and Losses of Speculation Business, Deductions Allowable, Expenses Disallowed, Deemed Profits u/s 41, Maintenance of Accounts, Tax Audit, Presumptive Base Taxation, Practical Case Studies.

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

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

Course Exit Learning Outcomes:

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

- ☐ *Understand the latest provisions of income tax, rates of tax, cess etc as applicable for the Assessment year.*
- ☐ *Understand the basis of Charge of income tax based on residential status of assesses. Identify incomes which are taxable and those that are exempted.*
- ☐ *Understand and apply the basis of charge of income with a focus on different heads on income.*
- ☐ *Compute taxable income under different heads of income. Compute total taxable income of different assesses.*
- ☐ *Work as tax consultant, audit assistant and other supporting services*

Suggested Reading:

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

Note: Latest edition of text books may be used.

PAPER BAacctgDAMA1: STATISTICAL APPLICATIONS IN BUSINESS

Course Objectives:

The course aims to:

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

Course Contents:

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

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

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

Positional Averages: Median and Mode, Partition values (Quartiles and Deciles, Percentile), Empirical relation between Mean, Median and Mode- Merits and Demerits of Mean, Median and Mode. Exercises on Analysis and Interpretation of Measures of Central Tendency.

Unit-II Measures of Dispersion: Concept of Dispersion, Requirements of good measures of dispersion. - Absolute and Relative measures of dispersion. Range, Quartile Deviation (Q.D.) Mean Deviation (M.D.) Standard Deviation (S.D.) and Variance: Combined S.D. for two groups, Coefficient of Variation (C.V.): Definition and Its Uses -Merits and Demerits of Q.D., M.D. and S.D – Measures of Skewness – Karl Pearson and Bowley's coefficients of Skewness. Exercises on Analysis and Interpretation of Dispersion Measures.

Unit-III Analysis of Bi-variate data: Correlation-Concept and Types of correlation-Methods of studying correlation, Scatter Diagram, Karl Pearson's correlation coefficient, Spearman's rank correlation coefficient, Coefficient of Determination.

Regression: Concept of regression, Lines of regression, Regression Coefficients, Relation between correlation coefficient and regression coefficients. Exercises on Analysis and Interpretation of Correlation and Regression

Unit-IV: Analysis of Time Series: Definition and Uses of Time Series, Components of time series, Methods of determination of Trend and Seasonal Variations.

Index Numbers: Need and meaning of Index Numbers, Price, Quantity and Value based index numbers, - Simple and Weighted index numbers, Fisher's Ideal index numbers. Tests Of adequacy of index numbers. Exercises on Index Numbers.

Unit V: Probability and Baye's theorem: Probability Concepts: Experiment, Event, Mutually Exclusive, Collectively Exhaustive and Equally likely- Sample Space, Simple & Compound Events, Approaches to Probability Classical definition of Probability- Empirical

approach, Subjective approach and Axiomatic Approach – Counting Rules: Permutations and combinations. Theorems of Probability – Addition, Multiplication, Conditional, Joint and Marginal Probability and Baye's Theorems of Probability. Exercises on probability.

Course Exit Learning Outcomes:

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

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

Suggested Readings:

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

Note: Latest edition of text books may be used.

Semester IV

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours

Accounting Information System	DAMA2	5	100	60	15	75
Operations Management & Quantitative Techniques	DAMA3	5	100	60	15	75
	MI -1	5	100	60	15	75
E -Auditing	SEC -2	3	100	15	30	45
Internship	I-2	2				45
Total		20				

PAPER BAacctgDAMA2: ACCOUNTING INFORMATION SYSTEM

Course Objectives:

The course aims to:

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

Course Contents:

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

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

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

Unit IV: Innovative Technologies in Accounting Information: Data processing modes and strategies, Database management systems, REA approach to database modelling -

HR/payroll, manufacturing, and capital assets business cycles; Enterprise resource planning (ERP) systems; Applying XBRL in AIS; Financial reporting and management reporting systems.

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

Course Exit Learning Outcomes:

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

- *Explain basic concepts of Accounting Information Systems, business processes.*
- *Understand the importance of control mechanisms related to AIS.*
- *Understand the role of Accounting Information Systems in businesses and organizations.*
- *Prepare and use information systems and documentation techniques to understand and document information system.*

Suggested Readings:

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

Note: Any other Latest Edition of reference.

PAPER BAacctgDAMA3: QUANTITATIVE TECHNIQUES AND OPERATIONS RESEARCH

Course Objectives

- Identify and develop operations research model describing a real-life problem.
- Understand the mathematical tools that are needed to solve various optimization problems.
- Solve various linear programming, transportation, assignment, queuing, inventory and game problems related to real life.

Course Contents

Unit I Operations Research: Origin, Definition and scope.

Linear Programming: Formulation and solution of linear programming problems by graphical and simplex methods, Big - M and two-phase methods, Degeneracy, Duality in linear programming.

Unit II Transportation Problems: Basic feasible solutions, Optimum solution by stepping stone and modified distribution methods, Unbalanced and degenerate problems, Transshipment problem.

Assignment problems: Hungarian method, Unbalanced problem, Case of maximization, Travelling salesman and crew assignment problems.

Unit III: Concepts of stochastic processes, Poisson process, Birth-death process, Queuing models: Basic components of a queuing system, Steady-state solution of Markovian queuing models with single and multiple servers (M/M/1, M/M/C, M/M/1/k, M/MC/k)

Unit IV: Inventory control models: Economic order quantity (EOQ) model with uniform demand, EOQ when shortages are allowed, EOQ with uniform replenishment, Inventory control with price breaks.

Unit V: Game Theory: Two-person zero sum game, Game with saddle points, the rule of dominance; Algebraic, Graphical and linear programming methods for solving mixed strategy games.

Network Analysis: Critical Path Method (CPM) and Programme Evaluation and Review Technique (PERT)

Course Exit Learning Outcomes

On successful completion of the course the student shall demonstrate:

- ☐ Identifying and developing operations research model describing a real-life problem.
- ☐ Understanding of the mathematical tools needed to solve various optimization problems.
- ☐ Solve various linear programming, transportation, assignment, queuing, inventory and game problems related to real life.

Suggested Readings:

1. Gupta. P. K. and D.S. Hira, Operations Research, S. Chand & Co.
4. Sharma, J.K. Mathematical Model in Operation Research, Tata McGraw Hill.
3. Sharma, S.D. Operation Research, Kedar Nath Ram Nath Publications.
4. Taha, H.A. Operation Research-An introduction, Prentice Hall of India.

Note: Latest edition of text books may be used.

3-YEAR BACHELOR OF ACCOUNTING DEGREE:

Pre-requisite: A student after qualifying at I and II semesters on further qualifying at III and IV semesters' examinations securing 80 credits will be awarded Advanced Diploma in Accounting provided he secures additional 4 credit in skill based vocational courses offered during first year or second year summer term.

Qualification awarded: A student on qualifying at I, II, III, IV semesters and thereafter qualifying at V and VI Semesters' examinations securing 120 credits shall be awarded 3-year Bachelor of Accounting Degree in the Major discipline.

Semester V

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Cyber Security and Data Protection	DAMA4	5	100	60	15	75
Business Data Analysis	DAMA5	5	100	60	15	75
	MI -2	5	100			75

	MI-3	5	100			75
Total		20	400			300

PAPER BACctgDAMA4: CYBER SECURITY AND DATA PROTECTION

Course Objectives:

This course aims to

- ☐ *Provide knowledge and understanding of cybercrimes and the legal provisions for protection against them.*
- ☐ *Develop capability to undertake cyber forensic and manage the cyber risk.*
- ☐ *Provide knowledge and understanding of ethics and professional requirements of data protection*
- ☐ *Develop capability to develop appropriate strategy and provide data protection*

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: Cyber Forensic: 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 IV: The Information Technology Act 2000: Objectives, Salient features, Definitions, Provisions regarding Digital signature, Authentication of electronic records. Electronic governance, Attribution, Acknowledgment and dispatch of electronic records, Secure electronic records and Secure digital signatures, Regulation of certifying authorities, Digital signature certificates, Duties of subscribers, Penalties and adjudication, Appellate tribunal, offences.

Unit V: Data Protection: Types of data – Personal, Institutional, Confidential, Public. Data protection – Meaning, Principles – Fairness, Transparency, Integrity, Confidentiality, Accountability, Data protection policy – Meaning, Objectives, Requirements, Impact and risk assessment, Data protection strategy, Legal requirements.

Exit Learning Outcomes of Course:

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

- ☐ *Knowledge and understanding of cybercrimes.*
- ☐ *Knowledge and understanding of cyber and the protection provided thereunder.*
- ☐ *Capability to undertake cyber forensic and manage the cyber risk.*
- ☐ *Knowledge and understanding of ethics and professional requirements of data protection*
- ☐ *Capability to develop appropriate strategy and provide data protection.*

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. Manning, George A. *Financial Investigation and Forensic Accounting*. CRC Press: Taylor & Francis Group.
 9. Sharma, B. R. *Bank Frauds*. Universal Law Publishing, New Delhi
- Note: Latest edition of text books may be used.**

PAPER BAacctgDAMA5: BUSINESS DATA ANALYTICS

Course Objectives:

The objective of this course is to

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

Course Contents:

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

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

Unit III: Marketing Analytics: Introduction, Meaning & Definition, Characteristics, Objectives, Importance, Functions, Types of Marketing Analytics, Buying Pattern Behaviour Analysis, Analysis of Trends, Identification of Target Audience, Advertising Techniques, Forecasting Demand & Supply, Segmentation, Marketing Mix Optimization, Competitor Analysis, Channel Analysis, Sales Performance Analysis, Campaign Analysis, Sales Pipeline

Reporting, Use of Google Analytics in Marketing, Social Media and its relevance on Marketing Analytics, Potential Application of Analytics in Marketing Department, List of Software's for Marketing Analytics.

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

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

Course Exit Learning Outcomes:

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

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

Suggested Readings:

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

Publications.

Note: Latest edition of text books may be used.

Semester VI

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Statistical Computing	DAMA6	5	100	60	15	75
Big Data Analytics	DAMA7	5	100	60	15	75
	MI -4	5	100			75
e-Tax Compliance	SEC-3	3	100	15	30	75
Internship	I-3	2				45
Total		20	400			300

PAPER BAActgDAMA6: STATISTICAL COMPUTING

Course Objectives:

- ☐ To learn the probability distributions and density estimations to perform analysis of various kinds of data.
- ☐ To explore the statistical analysis techniques using Python and R programming languages.
- ☐ To expand the knowledge in R and Python to use it for further research.

Course Contents

Unit I: Probability Theory: Sample Spaces- Events - Axioms – Counting – Conditional Probability and Bayes’ Theorem – The Binomial Theorem – Random variable and Distributions. Mean and Variance of a Random variable- Binomial-Poisson-Exponential and Normal distributions. Curve Fitting and Principles of Least Squares- Regression and correlation.

Unit II: Sampling Distributions & Descriptive Statistics: The Central Limit Theorem, distributions of the sample mean and the sample variance for a normal population, Sampling distributions (Chi-Square, t, F, z). Test of Hypothesis- Testing for Attributes – Mean of Normal Population – One-tailed and two-tailed tests, F-test and Chi-Square test - Analysis of variance ANOVA – One way and two-way classifications. Tabular data- Power and the computation of sample size- Advanced data handling-

Unit III: Multiple Regression- Linear models- Logistic regression- Rates and Poisson regression- Nonlinear curve fitting.

Unit IV: Density Estimation- Recursive Partitioning- Smoothers and Generalised Additive Models- Survivals Analysis- Analysing Longitudinal Data- Simultaneous Inference and Multiple Comparisons- Meta-Analysis- Principal Component Analysis- Multidimensional Scaling- Cluster Analysis.

Unit V: Introduction to R- Packages: Scientific Calculator- Inspecting Variables- Vectors- Matrices and Arrays- Lists and Data Frames- Functions- Strings and Factors- Flow Control and Loops- Advanced Looping- Date and Times.

Introduction to Python: Packages- Fundamentals of Python- Inserting and Exporting Data- Data Cleansing- Checking and Filling Missing Data- Merging Data- Operations- Joins.

Course Exit Learning Outcomes:

On successful completion of the course the student shall demonstrate capability to:

- ☐ *Statistical analysis techniques for solving practical problems.*
- ☐ *Perform statistical analysis Implement on variety of data.*
- ☐ *Perform appropriate statistical tests using R and visualize the outcome.*

Suggested Readings:

1. Brain S. Everitt, *A Handbook of Statistical Analysis Using R*. Second Edition, LLC, 2014.
2. Dalgaard, Peter, *Introductory Statistics with R*. Springer Science & Business Media, 2008.
3. Mark Lutz, *Learning Python*. O'Reilly, 5th Edition, 2013
4. Paul Teetor, *R Cookbook*. O'Reilly, 2011.
5. Richard Cotton, *Learning R*. O'Reilly, 2013.
6. Samir Madhavan, *Mastering Python for Data Science*, Packt, 2015.
7. Sheldon M. Ross, *Introduction to Probability and Statistics for Engineers and Scientists*, 4th edition, Academic Press; 2009.

Note: Latest edition of text books may be used.

PAPER BAcctgDAMA7: BIG DATA ANALYTICS**Course Objectives:**

- ☐ *To optimize business decisions and create competitive advantage with Big Data analytics*
- ☐ *To explore the fundamental concepts of big data analytics.*
- ☐ *To learn to analyze the big data using intelligent techniques.*
- ☐ *To understand the various search methods and visualization techniques.*
- ☐ *To learn to use various techniques for mining data stream.*
- ☐ *To understand the applications using Map Reduce Concepts.*
- ☐ *To introduce programming tools PIG & HIVE in Hadoop ecosystem.*

Course Contents

Unit I; Introduction to Bigdata: Introduction to Big Data Platform – Challenges of Conventional Systems - Intelligent data analysis – Nature of Data - Analytic Processes and Tools - Analysis vs Reporting.

Unit II: Mining Data Streams: Introduction To Streams Concepts – Stream Data Model and Architecture - Stream Computing - Sampling Data in a Stream – Filtering Streams – Counting Distinct Elements in a Stream – Estimating Moments – Counting Oneness in a Window – Decaying Window - Real time Analytics Platform (RTAP) Applications – Case Studies - Real Time Sentiment Analysis- Stock Market Predictions.

Unit III: Hadoop: History of Hadoop- the Hadoop Distributed File System – Components of Hadoop Analysing the Data with Hadoop- Scaling Out- Hadoop Streaming- Design of HDFS- Java interfaces to HDFS Basics- Developing a Map Reduce Application-How Map Reduce Works-Anatomy of a Map Reduce Job Run-Failures-Job Scheduling-Shuffle and Sort – Task execution - Map Reduce Types and Formats- Map Reduce Features- Hadoop environment.

Unit IV: Frameworks: Applications on Big Data Using Pig and Hive – Data processing operators in Pig – Hive services – HiveQL – Querying Data in Hive - fundamentals of HBase and ZooKeeper - IBM InfoSphere BigInsights and Streams.

Unit V: Predictive Analytics- Simple linear regression- Multiple linear regression- Interpretation of regression coefficients. Visualizations - Visual data analysis techniques- interaction techniques - Systems and applications.

Course Exit Learning Outcomes:

On successful completion of the course the student shall demonstrate capability to:

- ☐ *Work with big data platform and explore the big data analytics techniques business applications.*

- *Design efficient algorithms for mining the data from large volumes.*
- *Analyze the HADOOP and Map Reduce technologies associated with big data analytics.*
- *Explore on Big Data applications Using Pig and Hive.*
- *Understand the fundamentals of various big data analytics techniques.*
- *Build a complete business data analytics solution*

Suggested Readings:

1. Anand Rajaraman and Jeffrey David Ullman, *Mining of Massive Datasets*. CUP, 2012.
2. Arshdeep Bahga, Vijay Madisetti, *Big Data Science & Analytics: A Hands- On Approach*, 2016
3. Bart Baesens *Analytics in a Big Data World: The Essential Guide to Data Science and its Applications (WILEY Big Data Series)*”, John Wiley & Sons, 2014
4. Bill Franks, *Taming the Big Data Tidal Wave: Finding Opportunities in Huge Data Streams with Advanced Analytics*. John Wiley & sons, 2012.
5. Chris Eaton, Dirk DeRoos, Tom Deutsch, George Lapis, Paul Zikopoulos, *Understanding Big Data Corrigan, Harness the Power of Big Data The IBM Big Data Platform*, Tata McGraw Hill Publications, 2012.
6. *Data: Analytics for Enterprise Class Hadoop and Streaming Data*. McGraw Hill Publishing, 2012.
7. Da Ruan, Guoqing Chen, Etienne E.Kerre, Geert Wets, *Intelligent Data Mining*, Springer, 2007.
8. Glenn J. Myatt, *Making Sense of Data*, John Wiley & Sons, 2007.
9. Jiawei Han, Micheline Kamber *Data Mining Concepts and Techniques*, 2nd Edition, Elsevier, Reprinted 2008.
10. Michael Berthold, David J. Hand, *Intelligent Data Analysis*, Springer, 2007.
11. Pete Warden, *Big Data Glossary*, O’Reilly, 2011.
12. Paul Zikopoulos, Dirkde Roos, Krishnan Parasuraman, Thomas Deutsch, James Giles, 11.
13. Tom White. *Hadoop: The Definitive Guide*. Third Edition, O’reilly Media, 2012.

Note: Latest edition of text books may be used.

4-YEAR BACHELOR OF ACCOUNTING HONOURS DEGREE

Pre-requisite: A student after qualifying at I and II semesters and at III and IV semesters’ on further qualifying at V and VI semester examinations securing 80 credits will be eligible for admission to **4-year UG Honours Degree** in Accounting provided he secures additional 4 credit in skill based vocational courses offered during first year or second year summer term.

Qualification awarded: A student on further qualifying at VII and VIII semesters’ examinations provided he secures 160 credits shall be awarded 4-Year Bachelor of Accounting Honours in the major discipline.

Semester VII

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Machine Learning Techniques	MA8	5	100	60	15	75
Blockchain Accounting	MA9	5	100	60	15	75

	MI-5	5	100			75
	MI-6	5	100			75
Total		20	400			300

PAPER BAacgtgDAMA8: MACHINE LEARNING TECHNIQUES

Course Objectives:

- ☐ *To introduce the basic concepts and techniques of Machine Learning.*
- ☐ *To develop the skills in using recent machine learning software for solving practical problems.*
- ☐ *To be familiar with a set of well-known supervised, semi-supervised and unsupervised learning algorithms*

Course Contents:

Unit I: Introduction- Overview of Machine Learning: Different forms of learning- Generative learning- Gaussian parameter estimation- maximum likelihood estimation- MAP estimation- Bayesian estimation- bias and variance of estimators- missing and noisy features- nonparametric density estimation- applications- software tools.

Unit II: Classification Methods: Nearest neighbour- Decision trees- Linear Discriminant Analysis- Logistic regression- Perceptron's- large margin classification- Kernel methods- Support, Vector Machines. Classification and Regression Trees.

Unit III: Graphical and Sequential Models: Bayesian networks- conditional independence- Markov random fields- inference in graphical models- Belief propagation- Markov models- Hidden Markov models- decoding states from observations- learning HMM parameters.

Unit IV: Clustering Methods: Partitioned based Clustering - K-means- K-medoids; Hierarchical Clustering - Agglomerative- Divisive- Distance measures; Density based Clustering - D B Scan; Spectral clustering.

Unit V: Neural networks: the perceptron algorithm- multilayer perceptron's- back propagation nonlinear regression- multiclass discrimination- training procedures- localized network structure- dimensionality reduction interpretation.

Exit Learning Outcomes:

On successful completion of the course the student shall demonstrate:

- ☐ *Select real-world applications that needs machine learning based solutions.*
- ☐ *Implement and apply machine learning algorithms.*
- ☐ *Select appropriate algorithms for solving a particular group of real-world problems.*
- ☐ *Recognize the characteristics of machine learning techniques that are useful to solve real-world problems.*

Suggested Readings:

1. C. Bishop, *Pattern Recognition and Machine Learning*, Springer, 2006.
2. E. Alpaydin, *Machine Learning*, MIT Press, 2010.
3. John Mueller and Luca Massaron, *Machine Learning for Dummies*, John Wiley & Sons,
4. K. Murphy, *Machine Learning: A Probabilistic Perspective*, MIT Press, 2012.
5. Shai Shalev-Shwartz, Shai Ben-David, *Understanding Machine Learning: From Theory to Algorithms*, Cambridge University Press, 2014.
- 6.T. Hastie, R. Tibshirani and J. Friedman, *Elements of Statistical Learning*, Springer, 2009

Note: Latest edition of text books may be used.

PAPER BAacctgDAMA9: BLOCKCHAIN ACCOUNTING

Course Objectives

- *Examine the history of the double-ledger accounting system, identifying weaknesses and opportunities for improvement that blockchain could provide;*
- *Understand how blockchain will transform business and peer-to-peer activity and the related implications;*
- *Research the status of the regulations across different dimensions, such as GAAP and IFRS, and determine how to apply existing rules to blockchain activity; Deliberate on issues including trust, privacy concerns and threats to traditional accounting;*
- *Reflect on the proliferation of tokenization of assets and the impact on our lives in the future;*
- *Analyze real-world use cases of blockchain in business, with a particular focus on the accounting improvements, risks and implications;*

Course Contents

Unit I: Blockchain Technology: Introduction of blockchain technology, the difference between bitcoin and blockchain, what benefits and challenges are inherent in the technology.

the History of Accounting & Challenges and Criticisms of Blockchain Technology

Unique benefits of blockchain from the benefits from other (related) tools (ie, smart contracts)?

The EY ESG blockchain currently in the development stage. Contrast between 2 use-cases.

Unit II: Interpreting and Applying Accounting Rules to Crypto-assets: Pre-Class Reading Requirement - How to interpret and apply existing GAAP and IFRS rules to blockchain. Contrast different accounting treatments for public companies. Accounting Research Spotlight, presented by NYU Stern Accounting PhD student, Stephanie Dong: How do investors react to public company acquisitions of cryptocurrency?

Unit III: Tokenization of Assets: Definition, types of, challenges and benefits of tokenization. NFTs, Stablecoins, CBDCs, Security Tokens, Utility Tokens. Contrast in the political “friendliness” of various countries.

Unit IV: Taxation Today & Blockchain Implications for Future of Taxation: A brief history and review of the current income tax process. Analysis of how blockchain technology could improve the existing tax process. Trust, governments and the potential for blockchain; use-case examples of governments that are using blockchain for tax purposes.

A detailed look at the concept of Country of Origin and how blockchain technology could impact this complex, global tax structure

Unit V: Blockchain Implications for Future Audit: How will blockchain technology change the audit and how are the auditors preparing? Will it change how quickly they provide the audit? Will it improve the quality of the audit? How do you audit crypto-assets?

Course Exit Learning Outcomes:

On successful completion of the course the student shall demonstrate:

- *Knowledge of the history of the double-ledger accounting system, identifying weaknesses and opportunities for improvement that blockchain could provide*
- *Research the status of the regulations across different dimensions, such as GAAP and IFRS, and determine how to apply existing rules to blockchain activity; Deliberate on issues including trust, privacy concerns and threats to traditional accounting;*
- *Analyze real-world use cases of blockchain in business, with a particular focus on the accounting improvements, risks and implications;*

Suggested Readings:

1. Pascual, E. Pedreno, and Gelashivili, V. *Blockchain and its Application in Accounting*.

2. Saurav K. Dutta. *The Definitive Guide to Blockchain for Accounting and Business – Understanding the Revolutionary Technology*.

3. Sean, Stein Smith. *Blockchain, Artificial Intelligence and Financial Services*. Springer

Note: Latest edition of text books may be used.

Semester VIII

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Artificial Intelligence	DAMA10	5	100	60	15	75
Accounting						
Startups and Entrepreneurship	DAMA11	5	100	60	15	75
	MI7	5	100			75
	MI8	5	100			75
Total		20	400			300

PAPER BAcctgDAMA10: ARTIFICIAL INTELLIGENCE AND ACCOUNTING

Course Objective:

The objective of the course is

□ To develop semantic-based and context-aware systems to acquire, organize process, share and use the knowledge embedded in multimedia content.

□ To maximize automation of the complete knowledge lifecycle and achieve semantic interoperability between Web resources and services.

□ To develop knowledge and understanding of robots- amazingly complex system comprising mechanical, electrical, electronic H/W and S/W and issues germane to all these.

Course Content

Unit I: AI Problems: Foundation of AI and history of AI intelligent agents: Agents and Environments, the concept of rationality, the nature of environments, structure of agents, problem solving agents, problem formulation. AI types -Descriptive, Analytical, Generative, Prescriptive.

Unit II: Searching: Searching for solutions, uniformed search strategies – Breadth first search, depth first Search. Search with partial information (Heuristic search) Hill climbing, A*, AO* Algorithms, Problem reduction, Game Playing-Adverbial search, Games, mini-max algorithm, optimal decisions in multiplayer games, Problem in Game playing, Alpha-Beta pruning, Evaluation functions.

Unit III: Knowledge Representation Issues: Predicate logic- logic programming, semantic nets- frames and inheritance, constraint propagation, representing knowledge using rules, rules-based deduction systems. Reasoning under uncertainty, review of probability, Baye's probabilistic interferences and dempster Shafer theory.

Unit IV: First Order Logic: Inference in first order logic, propositional vs. first order inference, unification & lifts forward chaining, Backward chaining, Resolution, learning from observation Inductive learning, Decision trees, Explanation based learning, Statistical Learning methods, Reinforcement Learning.

Unit V: Expert Systems: Introduction, basic concepts, structure of expert systems, the human element in expert systems how expert systems works, problem areas addressed by expert systems, expert systems success factors, types of expert systems, expert systems and the internet interacts web, knowledge engineering, scope of knowledge, difficulties, in knowledge acquisition methods of knowledge acquisition, machine learning, intelligent agents, selecting an appropriate knowledge acquisition method, societal impacts reasoning in artificial intelligence, inference with rules, with frames: model based reasoning, case based reasoning, explanation & meta knowledge inference with uncertainty representing uncertainty.

Course Exit Learning Outcomes:

On successful completion of the course the student shall demonstrate capability to:

- ☐ *Develop semantic-based and context-aware systems to acquire, organize process, share and use the knowledge embedded in multimedia content.*
- ☐ *Maximize automation of the complete knowledge lifecycle and achieve semantic interoperability between Web resources and services.*
- ☐ *knowledge and understanding of robots- amazingly complex system comprising mechanical, electrical, electronic H/W and S/W and issues germane to all these.*

Suggested Readings:

1. David Poole, Alan Mackworth, Randy Goebel. *Computational Intelligence: a logical approach*. Oxford University Press.
2. Luger, G. *Artificial Intelligence: Structures and Strategies for complex problem solving*. Fourth Edition, Pearson Education.
3. Nilsson, J. *Artificial Intelligence: A new Synthesis*. Elsevier Publishers.
4. Russel S. and Norvig, P. *Artificial Intelligence – A Modern Approach*. Second Edition, Pearson Education

Note: Latest edition of text books may be used.

PAPER BAacctgDAMA11: STARTUPS AND ENTREPRENEURSHIP

Course Objective:

The course aims to:

- ☐ *Enable learners to explore approaches used by managers and organisations for creating and sustaining high levels of innovation.*
- ☐ *Equip the learners to entrepreneurship so that they are inspired to look at entrepreneurship as a viable, lucrative, and preferred option of professional life.*

Course contents:

Unit I: Creativity: Meaning and Concept of Creativity; Creativity Process; Nature and Characteristics of Creativity and Creative Persons; Factors affecting Creativity; Recognizing and Avoiding Mental blocks; Thinking Preferences; Risk Taking; Creativity Styles; Creative

Thinking Tools; Idea Generation and Creativity: Ideation; Pattern Breaking Strategies; Mind stimulation: games, brain-twisters and puzzles; Idea collection processes: Brainstorming/ Brain, writing, SCAMPER methods, Metaphoric thinking, Outrageous thinking, Mapping thoughts; Eight Dimensional (8D) Approach to Ideation. Systematic Inventive Thinking: TRIZ methodology.

Unit II: Innovation: Innovation Vs. Creativity; Types of Innovations: Incremental & Radical. Ecosystem for innovation; Intrinsic-Motivation and Extrinsic Motivation; Leadership styles fostering innovation; organizational alignment; Creating Self- sustaining Culture of Innovation; Organisational Enrichment. Innovation Management: Invention and Discovery Process and Typology; Methods and Techniques; Arenas of Innovative Competence; Categories of Innovation: Product, Process, and Service Finance (Venture Capital, Angel Investors), Offerings, Delivery. Evaluation of effectiveness of innovation.

Role and functions of business incubators, venture capital, start-up finance and private equity fund. Role of government, institutions, industries/entrepreneur's associations and self-help groups, Initiatives of Government of India to promote entrepreneurship –Start-up India, Stand-up India, Make in India, etc.

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

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

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

Course Exit Learning Outcomes:

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

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

Suggested Readings:

1. Brandt, S. C. *Entrepreneur ing: The Ten Commandments for Building a Growth Company*. MacMillan Business Books.
2. Desai, V. (2009). *Dynamics of Entrepreneurial Development and Management*. Mumbai: Himalaya Publishing House.
3. Dollinger, M. J. (2008). *Entrepreneurship: Strategies and Resources*. New Jersey: Prentice Hall.
4. Harvard Business Essentials. (2003). *Managing Creativity and Innovation*. Boston: Harvard Business School Publishing.

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

Note: Latest edition of readings may be used.

4-YEAR BACHELOR OF ACCOUNTING HONOURS WITH RESEARCH DEGREE

Pre-requisite: Students who secure 75% marks and above in the first six semesters and wish to undertake research at the undergraduate level can choose a research stream in the fourth year.

Qualification awarded: The students who secure 160 credits, including 12 credits from a research project/dissertation, are awarded 4-Year Bachelor of Accounting Honours with Research in Major Discipline. The students should undertake and complete a research project or dissertation under the guidance of a faculty member of the University/College. The research project/dissertation will be in the major discipline.

Semester VII

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Machine Learning Techniques	DAMA8*	5	100			75
Blockchain Accounting	DAMA9*	5	100			75
	MI-5	5	100			75

	MI-6	5	100			75
Total		20	400			300

Note: Detailed course contents of DAMA8: Machine Learning Techniques and DAMA9: Blockchain Accounting are given on pages 173 and 174 respectively.

Semester VIII

Subjects	Course	No. of Credits	Max Marks	Lecture Hours	Practical Hours	Total Hours
Business Research Methods	RM1	5	100	60	15	75
Statistical Analysis of Research Data using Software (Excel, SPSS, etc.)	RM2	5	100	60	15	75
Dissertation	RM3	12	200			180
Total		22				330

PAPER BAActgRM1: BUSINESS RESEARCH METHODS

Course Objectives:

The objectives of the course are to:

- ☐ *Provide understanding of concepts, tools and techniques of carrying out business research.*
- ☐ *Expose students with the methods and process of data analysis for scientific research.*

Course Contents:

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

Research Problem: Selection of Problem of Research, Research Problems in Social Sciences, Components and Sources of Research Problem, Defining Research Problem, Evaluation of Research Problem.

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

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

Unit II: Review of Literature: Need, Purpose and Making Notes on Literature Reviewed, Research Gap Identification. Sources of Research Papers and other published works, Search

engines and use of keywords, Systematic Review, Methods of Review of Literature. Use of software for Review of Literature.

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

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

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

Unit IV: Data Analysis:

Univariate Data Analysis Techniques: Descriptive Statistical Measures; Use of Charts and Graphs.

Bivariate Data Analysis Techniques: Descriptive Statistics, Simple Correlation, Simple Regression, Linear Regression, Panel Data Regression - Pooled Regression, Fixed Effect and Random Effect Models, Logistic Regression, Ordinal Regression, Probit, Concepts of adjusted R-square, Autocorrelation, Serial Correlation, Multicollinearity, Heteroscedasticity (for time series regression), Stationarity.

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

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

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

Testing Significance of Results - Parametric Tests: Choosing between the two, Level of Significance, One sample z test, Two samples z test, One sample t test, Two samples t test, Paired sample t test,

Non-Parametric Tests: Chi-square test, Mann Whitney U Test, Wilcoxon Signed Rank Test. Univariate Normality Tests - Kolmogorov Smirnov Test, Shapiro-Wilk Test, Multivariate Normality Test,

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

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

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

Course Exit Learning Outcomes:

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

- ☐ *Develop thorough understanding of the fundamental theoretical ideas and logic of research and Research Standards and Research Ethics.*
- ☐ *Propose a research study and justify the theory as well as the methodological decisions.*

- ☐ *Formulate hypothesis and test the hypothesis.*
- ☐ *Use the statistical tools and software packages in research*
- ☐ *Acquire the skill in drafting research report.*
- ☐ *Capability in taking up bivariate and multi-variate data analysis in research and test the significance of results.*
- ☐ *Capability in undertaking research independently.*
- ☐ *Confidence in undertaking research projects independently.*

Suggested Readings:

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

Note: Latest edition of text books may be used

PAPER BAacctgRM2: STATISTICAL ANALYSIS OF RESEARCH DATA USING SOFTWARE (EXCEL, SPSS, ETC.)

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 Tool-Pak:

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: Latest edition of text books may be used.

PAPER BAacctgRM3: PROJECT REPORT/THESIS IN ACCOUNTING

This course requires students to participate in field-based learning/project generally under the supervision of an employee of the given external entity. This shall require 30 hours per credit in a semester along with 15 hours of activities such as preparation for the field projects, data analysis, preparation of reports etc., and independent reading and study.

Course Contents: For the Dissertation in Accounting the activities to be undertaken during VII Semester will include writing of project/research proposal, and after approval of the Research problem by the Departmental Research Committee undertaking research under a supervisor allocated by the department, review of related literature or studies and collection of required data.

Research Project / Dissertation (12 credits): Students choosing a 4-Year Bachelor's degree (Honours with Research) are required to take up research projects under the guidance of a faculty member. The students are expected to complete the Research Project in the eighth semester. The research outcomes of their project work may be published in peer-reviewed journals or may be presented in conferences /seminars or may be patented.

Exit Learning Outcomes of Bachelor of Accounting Honours/Research Qualification

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

- ☐ *A broad range of integrated knowledge that, together with cohesive skills, attitudes and behaviour, accounts for the ability to deliver a specialised professional service as expected from a graduate in accountancy.*
- ☐ *An understanding of the methods and techniques relevant to the accountancy field and how to apply this knowledge in a particular context, including the fields of strategy, risk management and governance, accounting and external reporting, auditing and assurance, financial management, management decision-making and control, and taxation.*
- ☐ *An ability to interrogate multiple sources of knowledge in the accountancy field, including the use of information technology.*
- ☐ *An understanding of the complexities and uncertainties of selecting, applying or transferring appropriate standard procedures, processes or techniques to unfamiliar problems in accountancy.*
- ☐ *An ability to use a range of specialised skills to identify, analyse and address complex or abstract problems drawing systematically on the body of knowledge and techniques appropriate to accountancy.*

- *An ability to identify and address ethical issues based on critical reflection on the suitability of different ethical value systems to specific contexts and act in a professional manner;*
- *An ability to critically review information gathering, synthesis of data, evaluation and management processes in accountancy in order to develop creative responses to problems and issues.*
- *An ability to present and communicate ideas and texts effectively to a range of audiences, offering creative insights, rigorous interpretations and solutions to problems and issues appropriate to the context.*
- *An ability to operate effectively within a team, or manage a team based on an understanding of the roles and relationships between elements within the team;*
- *An ability to apply, in a self-critical manner, learning strategies which effectively address his or her professional and life-long learning needs.*
- *An ability to take full responsibility for his or her work, decision-making and use of resources, and full accountability for the decisions and actions of others where appropriate.*

SUMMER INTERNSHIP /APPRENTICESHIP (2/ 4 CREDITS)

A key aspect of the new UG programme is induction into actual work situations. All students will undergo internships / Apprenticeships in a firm, industry, or organization or training in labs with faculty and researchers in their own or other HEIs/research institutions during the summer term. Students will be provided with opportunities for internships with local industry, business organizations, health and allied areas, local governments (such as panchayats, municipalities), Parliament or elected representatives, media organizations, artists, crafts persons, and a wide variety of organizations so that students may actively engage with the practical side of their learning and, as a by-product, further improve their employability. Students who wish to exit after the first two semesters will undergo a 4-credit work-based learning/internship during the summer term in order to get a UG Certificate.

PRACTICAL WORK/LABORATORY WORK/FIELD ACTIVITY:

Some courses require students to discover/practice application of scientific or technical principles/theories. Some courses may require scientific, or research focused experiential work where students observe, test, conduct experiment(s) or practice application of principles/theories relating to field of learning, work/vocation or professional practice. In such cases 30 hours in the laboratory activities shall be equal to per credit in a semester along with 15 hours of out-of-class activities such as preparation for the practicum, completing assignments which form a part of the course work, and independent reading and study. The total learner engaged time for a one credit laboratory work/activity would be 15 hours. The practical in a course shall mean and require “teaching/evaluation of the course in Accounting Laboratory/Language laboratory, as applicable in the case.

PEDAGOGY FOR TEACHING-LEARNING

Teaching in all disciplines is a challenging, engaging and enjoyable activity. In the process of teaching the learners are encouraged to adopt a highly focused approach to education including the key areas of courses, the course fundamentals and their application in real life and the expected benefit to the society. In order to achieve the objective of holistic development of their students, the teachers adopt appropriate pedagogy as per the need of the course. The knowledge delivery methods aim at dissemination of up-to-date knowledge, development of students' capability to use that knowledge, and enhance their abilities to test the knowledge imparted.

The courses in accounting aim at facilitating the development of required and expected technical knowledge of the domain, essential skills and expected values among the students towards the development of their capabilities to manage the Accounting function in enterprises. The teaching methods, guided by such a framework, need therefore, include class room lectures supported by appropriate teaching technology, use of case studies, role play, demonstration, simulation, problem based exercises, individual and group assignments, and tutorials besides the use of prescribed text-books, e-learning resources and other self-study material, laboratory activity designed to promote the development of subject-specific skills, individual and group project work, field-visits and internship for work experience, research capability, etc.

PEDAGOGY FOR TEACHING:

Pedagogy refers to teaching strategies teachers employ to tap into the learners' fascinations and interests, taking into consideration their needs, backgrounds, strengths and limitations on the one hand and the requirements of discipline on the other hand. For teaching courses in Accounting at various levels, though the traditional pedagogy cannot be entirely ruled out, but needs to be supplemented by technology based interactive pedagogy for expected outcomes.

Though each course entails a specific teaching method to be adopted for the achievement of learning outcomes for the given course, the methods that can be used in teaching the Bachelor of Accounting, Master of Accounting and Diploma in Accounting and Certificate in Accounting courses may include one or more of the following pedagogies:

A. Class room Lectures: Class room provides a forum for direct transfer of knowledge and one-to-one interaction with the students. However, the class room lectures should be designed to provide the students with interesting and fresh perspective on the subject matter. The lectures should be interactive in the way that the students get new insights in the subject matter on which they can build their own bridges to higher learning.

B. Use of ICT in Teaching: Information and Communication Technology (ICT) empowers a teacher to cover a wider range of the subject matter, illustrating with examples, case studies, simulations, demonstrations, etc. However, the potential of the ICT in use is bound less and should be explored and exploited.

C. Demonstration: A demonstration may be used to present a solution to the problem in live situation and show applications and results.

D. Case Studies: Case studies based on real-life experiences may be used to illustrate what has been achieved and thereby encourage students to find creative solutions to complex problems of individuals, community, enterprises, and society using the domain knowledge and skills.

F. Role Play: Various roles, as in real-life, may be assumed to make strategic decisions and to analyse the impact of these decisions under complex and challenging situations.

D. Simulation: Simulation provides students with an opportunity to understand real life situation and scenario, and find solution of challenging situations in a controlled environment. Cultural experiences in one environment may be transposed to new local, regional, national and international locations through simulation.

E. Problem based Exercises: Problem based conceptual and numerical exercises are an essential feature of Accounting courses. Some illustrative exercises are given in solved form in text books and the students are expected to apply the understanding developed from these exercises for the solution of exercises based on alternative situations to augment their learning.

F. Tutorials: A tutorial is an interactive technique for transferring specific knowledge and provide need-based solutions to the students. The tutorials can be organised for individuals or for groups with similar or common problems.

G. Quiz: A quiz is a form of mind-sport in which the students are required to answer questions correctly on a subject matter. Quizzes may be used for quick assessment of growth in learning.

H. Individual and group assignments: An assignment is a task or piece of work given to a student as a part of study of the subject matter. The assessment may be done using conceptual and numerical exercises solved by the students.

PEDAGOGY FOR LEARNING BY DOING

Practice is the best method of learning. The students are expected to become active partners in the teaching-learning process for better results. Some of the techniques that may be useful in Accounting courses for the students to augment their learning are as under:

A. Activity-based learning: The activity-based learning is a pedagogical approach based on hands-on experience, experimentation or learning through activity.

B. Accounting Laboratory based Practical work: For skill-based activities in Accounting courses, practical work in Accounting Laboratory/Language Laboratory is necessary. With digitalisation of many activities in business including accounting, this is now a necessary requirement.

ICT Integration: The 4th Industrial Revolution components such as Artificial Intelligence, Block Chain technology, Digital platforms, Internet of Things, Spreadsheet, Data analytics etc., for which the students have to acquire specific skills, ICT Integration with teaching is a must.

C. Peer group Presentations: Students may be encouraged to make presentations of project reports and solutions developed by them and share the results in peer groups. This is necessary to develop the communication skill and confidence level among them.

D. Seminar Presentations; A seminar is an academic forum at institution level or at a commercial or professional organization that brings together small groups of people for focusing on a specific issue, problem or subject matter, in which everyone present has interest. This is a mechanism of group learning.

E. Projects; A project is a series of tasks that need to be completed to reach a specific outcome. The purpose of a project is to achieve strategic goals systematically and in a controlled manner. Study based projects work may be assigned to individual students or groups of students and the outcomes of the study may be shared with the whole class by organising a presentation and discussion.

F. Group assignments: Positive collaboration in the form of group assignments is critical in business set up so as to achieve the desired outcomes, such as knowledge acquisition and knowledge management skills, team building, sharing, leadership skill, etc.

G. Group Discussions: Discussions are critical components of learning, and provide a platform for students to be creative, critical and logical with their ideas. Besides developing critiquing skills and arriving at consensus on issues, group discussions lead to innovative solutions of problems.

H. Debates: A debate involves formal discussion on a particular topic. In a debate, opposing arguments are put forward by supporters of opposing viewpoints. Debate on contemporary issues including Government policies sometimes produces innovative solutions to complex social issues.

I. Field visits: Field visits are organised for students to make them learn through observation and discussion with the experts. Field visits provide opportunity to students to test their class room learning in real life situation and understand the functional diversity in learning spaces.

J. Interaction sessions with Experts: Interaction sessions may be organised with professionals, entrepreneurs, managers, tax consultants, government authorities and experts in technology used in Accounting and Finance functions. This provides direct sharing of knowledge and experiences with the experts in the domain.

K. Internships: The internship is an arrangement between an educational or a vocational institution with some industrial, commercial, service sector enterprise or a professional to provide work experience and expose the student to a particular job, profession or skill. Usually, the internship lasts for a specific period and can either be paid or unpaid.

L. Research: Research involves careful investigation into a specific problem or an issue using scientific methods. Research methods include experiments, surveys, questionnaires, interviews, case studies, participant and non-participant observations etc. Research is necessary for advancing the frontiers of knowledge in every discipline. Provided as a compulsory course in Bachelor of Accounting and Master of Accounting, students learn scientific method including complex quantitative analysis for developing research findings under guidance of a supervisor.

ASSESSMENT METHODOLOGY

A variety of assessment methods that are appropriate to a given disciplinary/subject area and a programme of study will be used to assess progress towards the course/programme learning outcomes. Priority will be accorded to formative assessment. Evaluation will be based on continuous assessment, in which sessional work and the terminal examination will contribute to the final grade.

Sessional work will consist of class tests, mid-semester examination(s), home- work assignments etc., as determined by the faculty in charge of the courses of study. Progress towards achievement of learning outcomes will be assessed using the following: time-constrained examinations; closed-book and open-book tests; problem-based assignments; practical assignment laboratory reports; observation of practical skills; individual project reports (case-study reports); team project reports; oral presentations, including seminar presentation; viva voce interviews; computerised adaptive assessment, examination on demand, modular certifications etc.

The objective of assessment is to ensure that the learners improve during the teaching-learning process. A variety of assessment methods appropriate to the discipline are used to assess the progress of students towards the course exit learning outcomes. In this process, formative assessment (in which students receive input and feedback) is used to measure the progress towards achievement of learning outcomes using problem-based assignments; practical

assignments, testing skill at work in Accounting Laboratory, individual project reports based on case-study, team project reports, oral presentations, seminar presentation, viva voce, interviews, quizzes, multiple choice questions during periodic tests, peer reviews, etc. Summative assessment (at the end of semester or term) is based on case study analysis, internship reports, project reports, term- tests, semester end tests, etc., to measure the overall performance of the students and award grades.

Continuous Assessment: In the view of the Committee, the scheme of continuous formative assessment in all courses of 30% marks and annual/semester end summative assessment of 70% marks should be adopted. The breakup of the Continuous Assessment carrying 30% marks may be, Record - 10 marks, Tests – 10 Marks, Presentation/Group Discussion/Seminar – 5 marks and Attendance – 5 Marks

Appendix I**ACCOUNTING LABORATORY**

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

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

A course requiring students to discover/practice application of a scientific or technical principles/theories. The course may require scientific, or research focused experiential work where students observe, test, conduct experiment(s) or practice application of principles/theories relating to field of learning, work/vocation or professional practice. 30 hours in the laboratory activities per credit in a semester along with 15 hours of out-of-class activities such as preparation for the practicum, completing assignments which form a part of the course work, and independent reading and study. The total learner engaged time for a one credit laboratory work/activity would be 45 hours.

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

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

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

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

Laboratory hardware:

- (1) Computers - Desktops
- (2) Laptops
- (3) Server
- (4) Telephones/Intercom
- (5) MFD (Print, Scan, Copy) Machines
- (6) Internet facility
- (7) Office Equipment
- (8) Data Storage Equipment - Portable Hard Disks
- (9) Smart Boards
- (10) Digital Podium

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

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

Accounting Softwares:

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

Data-analysis Softwares:

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

Note: (1) * These are free software

(2) The software should be licenced

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

Documents and Records

Functional Area	Important documents and records
Financial and Corporate Accounting	<p>International Accounting Standards IAS: (IAS 1 – IAS 41) Standards Interpretations Committee of Accounting Standards Board (SIC 7 to SIC 32). International Financial Reporting Standards (IFRS): (IFRS 1 – IFRS 16). International Financial Reporting Interpretations Committee (IFRIC): (IFRIC 1 to IFRIC 19): Standards Interpretations Committee of Accounting Standards Board (SIC): (SIC 7 to SIC 32): Indian Accounting Standards (Ind AS): (Ind AS 1 – Ind AS 42) & (Ind AS 101 – Ind AS 116). Annual Financial Statements of Selected Companies: Balance Sheet, Statement of Profit and Loss, Balance Sheet, Cash Flow Statement as provided in the Indian Companies Act 2013, Directors Report. Financial Transactions Vouchers - Cash Receipt, Cash Payment, Bank Receipt, Bank Payment, Purchase Order, Purchase Bill / Invoice, Debit Note, Sales bill / Invoice, Credit Note, Journal Vouchers, Delivery Note, Tax Invoice, Stock Statement. Banking Transactions Vouchers - Cheque for cash withdrawal/Payment Order, Withdrawal Form for Cash withdrawal, Pay in Slip for cash Deposit for Savings/Current Account, Pay in Slip for Cheque Deposit for Savings/Current Account, Pay in Slip for transfer through RTGS/NEFT, Demand Draft.</p>
Cost and Management Accounting	<p>Cost Accounting Standards (CAS): (CAS 1 – CAS 24); Guidance Notes on Cost Accounting Standards; Generally Accepted Cost Accounting Principles (GACAP); Cost Auditing Standard (CAS): (CAS 1 to CAS 24); Filing of cost audit report to MCA [in XBRL format (as per taxonomy)]; The Companies (Cost Records and Audit) Rules, 2014. Cost and Management Accounting Related Vouchers - Purchase Requisition, Purchase order form, Goods Receipt Note, Stores requisition note, Material return note, Material transfer Note, Bin card, Wastage and scrap report, Labour requisition form, Daily and weekly timesheet, Job card, Labour cost card, Idle time card, Payroll, Wages analysis sheet, Bill of Material, Corporate Annual Reports, Cash Budget, Production Budget, Sales Budget, Master Budget and other functional budgets, BSE Directory Sheets showing ratios and trends, Project Report, Project Proposal.</p>
Auditing	<p>International Standards on Auditing: (ISA 200 - ISA 810). Indian Standards on Auditing: (SA100 – SA999). Audit Documents: Audit Assignment Form – Internal Audit, Audit Entrance Memorandum, Audit Work Program, Audit Work Papers, Internal Control Checklist, Vouchers, Audit Report Professional Ethics of Auditor; Professional Code of Conduct.</p>

Taxation	<p>Income Tax Documents: Saral Form – IT Returns for non-corporate Assesses, Form No. 16 – (Certificate of TDS under the head ‘Salaries’), Form No. 15H – (Declaration for receipt of interest on securities without TDS), Form No.16A – (Certificate of TDS under the head ‘Income from Other Source’, Request for Pan Card, Application for Allotment of Permanent Account Number – Form No. 49A, Form No.10E – (For claiming Relief under Sec.89 (1)), Form No. 12BA- (Statement showing particulars of perquisites, Fringe Benefits etc.), Form No.15-9 (Declaration by an individual for claiming receipts without TDS, Form No. 15-1 (Declaration by an individual claiming receipt of amount under Sec 80CCA without TDS), Challan for Tax Payments, TDS Tax Challans, Form No.26 – (Annual Return of TDS in respect of payments other than ‘Salaries’), Form No. 13 – (Application by a person under Sec. 197 for no TDS or deduction of tax at low rate), Note Sheet, Form BA – Return of Net Worth.</p> <p>Goods and Services Tax Documents: GST Registration Process and Payment of Tax; Enabling GST and Defining Tax Details - Tally ERP; Defining Tax Rates at Master and Transaction Levels; Defining GST Rates at Stock Group Level; Defining GST Rate at Transaction Level; Accounting of GST Transactions; Creation of GST Duty Ledgers; GST Reports; 1- GSTR 2 - GSTR 3 -GSTR 3B - GSTR 4 GSTR 5- GSTR6- GSTR7-GSTR8- GSTR – 9 -GSTR10- GSTR11; Generating GSTR; Exporting GSTR; Uploading of GSTR on GST portal.</p>
Corporate Finance	<p>Company Documents: Memorandum of Association, Articles of Association, Certificate of Incorporation, Prospectus, Statement in lieu of Prospectus Application for Shares, Notice of Payment of Allotment Money, Equity Share Certificate, Convertible Debenture Certificate.</p> <p>Secretarial Documents: Notice for Annual General Meeting, Agenda, Annual Report, Director’s Report, Dividend Warrant, ESC Form, Share Transfer Form.</p> <p>Stock Exchange Documents: Role and functions of Brokers, Jobbers, Members, Trading Procedures, Depository Agreement, Dematerialization Request Form, Receipt Instruction Form, Delivery Instruction Form.</p>
Foreign Trade Documents	<p>Exports Documents- Letter of Offer, Letter of Intent, Purchase Order, Packing List, Fax Transmission, Shipping Details, Bill of Lading, Cargo Arrival Notice/Invoice.</p> <p>Imports Documents: Import Order, Terms and Conditions of Order, Application for Remittance in Foreign Currency, Bill of Lading, Out of Charge Order – Issued by Customs House, Bill of Entry for Home Consumption, Request to Bank Manager for issue of TT, Purchase Order, Commercial Invoice, Proforma Invoice, Cargo Arrival Notice/Invoice, Application for Documentary Credit</p>

Insurance Business	<p>Life Insurance Documents: Proposal form, Insurance Policy, Claim Form</p> <p>General Insurance Documents: Personal Accident with Hospitalization expenses Policy: Proposal Form, Insurance Policy, Mediclaim Form, Householders Insurance Policy: Proposal Form cum Schedule, Insurance Policy, Claim Form</p> <p>Standard Fire and Special Peril Policy: Proposal Form, Insurance Policy, Claim Form.</p> <p>Special Perils Policy - Burglary and House Breaking Insurance Policy: Proposal Form for Burglary and House Breaking Insurance Policy, Insurance Policy, Claim form.</p> <p>Marine Policy: Proposal form, Insurance Policy, Claim form.</p>
Banking Companies	<p>Documents: Account Opening Form- Savings Bank Account and Current Account, Form for FD/KD/KDP/RD/NNND/CARD, Form for Term Deposit, Pay-in-Slip, Withdrawal Forms, Specimen of Pass Book, Specimen of Cheque, Specimen of Credit Card, Specimen Debit Card, Specimen of ATM Card, Application for Transfer of Account from one Branch to the other,</p>
Important Business Laws: Acts and Regulations	<p>The Constitution of India.</p> <p>Business Laws: The Indian Contract Act 1872, The Sale of Goods Act 1930, The Limited Liability Partnership Act, 2008: The Depositories Act 1996; The Consumer Protection Act 1986: The Indian Companies Act 2013, Information Technology Act 2000, Insolvency and Bankruptcy Code (IBC) 2016, Income Tax Act 1961, The Income Tax Rules 1962, The National Tax Tribunal Act 2005, The Equalisation Levy Rules 2016, The Integrated Goods and Services Tax Act 2017: The Central Goods and Services Tax 2017; The State Goods & Services Tax Act 2017, The Constitution (One hundred and First Amendment) Act 2016; The Goods and Services Tax (Compensation to States) Act 2017; The Integrated Goods and Services Tax 2017; The Union Territory Goods and Services Tax 2017, The Customs Act 1962; The Customs (Import of Goods at Concessional Rate of Duty) Rules 2017, The Government Accounting Rules 1990, The Central Government Account (Receipt and Payment) Rules 1983, The Account Code for Accountants General 1999, The Central Public Works Accounting Code 1999, The Insurance Act 1938, The Life Insurance Act 1956; The Insurance Regulatory and Development Authority (IRDA) Act 1999, The Securities and Exchange Board of India Act, The SEBI guidelines on portfolio management, The Companies (Cost Records and Audit) Rules, 2014, The Factories Act 1948; Indian Trade Union Act 1926; The Payment of Wages Act 1936; The Minimum Wages Act 1948, The Industrial Disputes Act 1965, The Institute of Chartered Accountants of India Act 1949, The Institute of Cost and Works Accountants Act 1959, The Institute of Company Secretaries of India (ICSI) Company Secretaries</p>

	<p>Act, 1980 (Act No. 56 of 1980), The Chit Fund Act 1982, The Export-Import Bank of India Act, 1981, The Banking Companies Act 1949, The Banking Companies (Acquisition and Transfer of Undertakings) Act 1980, The Banking Companies (Acquisition and Transfer of Undertakings) Act 1970, The Deposit Insurance and Credit Guarantee Corporation Act 1961, The State Bank of India (Subsidiary Banks) Act 1959, The State Bank of India Act 1955, The Industrial Disputes (Banking Companies) Decision Act 1955, The Reserve Bank of India (Amendment and Misc. Provisions) Act 1953, The State Financial Corporations Act 1951, The Banking Regulation Act 1949, The Industrial Disputes (Banking and Insurance Companies) Act 1949, The Banking Companies (Legal Practitioner Clients' Accounts) Act 1949, The Industrial Finance Corporation of India Act 1948, The Reserve Bank of India Act 1934, The Bankers' Books Evidence Act 1891, The State Banks (Repeal and Amendment) Act 2018, The Credit Information Companies (Regulation) Act 2005, The National Bank For Agriculture and Rural Development Act 1981, Negotiable Instruments (Amendment) Act 2015, The Payment and Settlement Systems (Amendment) Act 2015, The Banking Law Amendment Act 2013, The Banking Laws Amendment Act 2012, The Factoring Regulation Act 2011, The Sick Industrial Companies (Special Provisions) Repeal Act 2003, The Industrial Development Bank (Transfer of Undertaking & Repeal) Act 2003, Industrial Reconstruction Bank (Transfer of Undertaking & Appeal) Act 1997, The Industrial Finance Corporation (Transfer of Undertakings and Repeal) Act 1993, The Special Court (trial of Offences relating to Transactions in Securities) Act 1992, The SIDBI Act 1989, The National Housing Bank Act 1987, The Sick Industrial Companies (Special Provisions) Act 1985, The Shipping Development Fund Committee (Abolition) Act, 1985.</p>
--	--

Note: Students shall practice solution of numerical exercises in courses where numerical exercises are involved in 'Accounting Laboratory'.

ADD-ON COURSES

1. Pre-requisite: A student from any discipline registered for Bachelor degree of the university shall be eligible to offer and qualify at one or more Add-on courses during bachelor degree.

2. Credits: The student shall earn credits on qualifying at these Add-on Courses.

3. Marks- Sheet and Certificate: A separate Marks-sheet and Certificate shall be issued to the qualifying candidate for each Add-on course.

COURSE CREDITS

Course	Credits Paper 1	Credits Paper 2	Total Credits
1. Insurance Business	6	6	12
2. Computerized Financial Accounting	6	6	12
3. Computerized Statistical Data Analysis	6	6	12
4. Micro Finance Business	6	6	12
5. Security Analysis and Portfolio Management	6	6	12
6. Electronic Banking & e payment Operations	6	6	12
7. Goods and Services Tax (GST) – Accounting and Documentation,	6	6	12
8. Income Tax – Accounting and Documentation,	6	6	12

1. INSURANCE BUSINESS

Paper	Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
1.	Life Insurance Business	6	100	64	-	32	96
2.	General Insurance Business	6	100	64	-	32	96
	Total	12	200	128		64	192

Course Objectives:

The course aims to:

- ☐ Develop understanding of the students with the concept of insurable risk and the basic principles, functions and working of the Life insurance and General insurance business.
- ☐ Equip the students with the knowledge and understanding of marketing the insurance products and provide service to the clients on selecting an appropriate policy, handling the payment of premium and settlement of the claims of Life insurance and General insurance business.

PAPER AOC1.01: LIFE INSURANCE BUSINESS

Course Contents:

Unit I: Insurable Risk: Types of risks facing businesses and individuals; Need for Security against economic difficulties, risk and uncertainty to individuals and business; risk management – process and methods; Insurance and Risk Management -Concept of insurance, importance and types; Essential requirements and principles of insurance; Insurance and risk management; Risk and uncertainty, Classification of risks, Sources of risk-external and internal, Risk management; General insurance and life insurance; Methodology of insurance – elements, identification and quantification of risk exposures of enterprises, assessing individual's and enterprise's financial ability to bear risk and designing insurance programmes needed, Rating insurance covers and containing insurance costs, Purchase of insurance and insurance administration; Underwriting, reinsurance and other functions.

Unit II: Growth of Insurance Business in India: Evolution, structure, nature of insurance business, liberalization in insurance sector, Impact of the changing business environment on insurance industry; Legislative insurance framework – Insurance Act, 1938, Life Insurance Act, 1956; Insurance Regulatory and Development Authority (IRDA) Act 1999 - Objectives, Powers and functions, Role of IRDA, Delegation of powers, establishment of Insurance Advisory Committee, powers to make regulations. Tax implications of insurance, Legal aspects, Consumer rights, Insurance reforms in India; Overview of insurance sector in India; Role of insurance in economy, reinsurance; Bancassurance;

Unit III: Life Insurance: Concepts, policies and pricing; History of insurance, definition, nature, role and importance of insurance, insurance contract, kinds of insurance, process of insurance; nature of life insurance contract, principles, policy conditions and policies of life insurance; Life Insurance risk - Factors governing sum assured. Methods of calculating economic risk in life insurance proposal, Measurement of risk and mortality table. Calculation of premium Treatment of sub-standard risk. Life Insurance fund valuation and investment of surplus payment of bonus; Life Insurance Policies: Types and their applicability to different situations, Important life insurance policies issued by the life Insurance Corporation of India, Life insurance – enquiries, Important legal provisions and judicial pronouncements in India; Life Insurance Contract: Distinguishing characteristics. Utmost Good Faith Insurable Interest, Caveat Emptor, Unilateral and aleatory nature of contract, Proposal and application form warranties. Medical examination policy, Construction and delivery, Policy provisions on lapse, revival, surrender value, paid-up policies, maturity, nomination and assignment, suicide and payment of insured amount, Loan to policy holders.

Unit IV: Life Insurance Business in India: Organisation and management; Saving and investment policies of insurance companies in India, Tax benefits under insurance policies; Insurance pricing – insurance costs and computation of premium, rider premium, expected claim costs, administrative costs, bonuses, surrender value and paid up value, Technology in insurance sector; Life insurance products, plans and riders of life insurance; Policy forms & other document, nominations & assignments, alterations and revivals of lapsed policies; Nominations, Title and claims, Concept of trust in life insurance; insurance and pension, computation of premium and discounts; **Marketing of Life Insurance Products:** Rules of agency Essential qualities of an ideal life insurance salesman. Rules for canvassing for business from prospective customers; After sales service to policy holder; Pricing of insurance products; Valuation, underwriting, Overview of actuarial science.

Unit V: Case studies:

- (a) Life Insurance Corporation of India
- (b) Max Life Insurance or any other private sector Life Insurance company.

PAPER AOC1.02: GENERAL INSURANCE BUSINESS

Course Contents:

Unit I: General Insurance: Origin and growth of General Insurance, Principles of general insurance; Types of general insurance, Laws relating to general insurance, Organization and management of general insurance; Role of general insurance in economy; Principles and policies of fire and marine insurance; Motor vehicles insurance; Property and Liability Insurance. Accident in Motor Insurance - Nature, disclosure, terms and conditions, claims and recovery, third party insurance, compulsory motor vehicle insurance.

Unit II: Fire, Marine and Health Insurance:

Fire Insurance: Nature, Types of fire policies, subrogation, double insurance, contribution, proximate cause, claims and recovery.

Marine Insurance: Nature and scope, Laws relating to marine insurance, Types of marine policy, insurable interest, disclosure and representation, insured perils, proximity cause, voyage, warranties, measurement of subrogation, contribution, underinsurance; Liability Insurance.

Health Insurance: Objectives, Individual health insurance; Group health insurance; Public Health Sector, Employee State Insurance Scheme, Health Insurance Products, features and classification; Personal accident and disability cover; Overseas travel.

Unit III: General Insurance Business in India – Its organisation and management; Insurance and capital market in India; Insurance and taxation; Documentation - proposal forms, first premium receipt/renewal premium receipt, policy contract, endorsements, renewal notice/bonus notices, other insurance documents; Concepts of reinsurance, Bancassurance; Claim operations – concept, basic procedure, settlements, legal aspects, claim documents.

Unit IV: Management of General Insurance Business: General insurance policies, distribution channels for insurance, direct marketing; Role of professional specialists/insurance intermediaries – brokers, underwriters, surveyors, actuaries, Specific challenges they face; Regulations for agents – licensing, advertisement; Protection of policy holders' interest regulations; Business planning; Attitude toward insurance cover; Insurance Finance - Adjustment of Losses and Claims Compensation.

Risk Management in General Insurance: Legal aspects of insurance contract, Loss Assessment and Loss control, Control of Malpractices and Mis-selling, Exclusion of perils, Actuaries, Computation of insurance premium.

Marketing of General Insurance Products: Rules of agency Essential qualities of an ideal insurance salesman. Rules for canvassing for business from prospective customers; After sales service to the policy holder

Unit V: Case studies

- (a) The General Insurance Corporation of India
- (b) The Policy Bazar

Course Exit Learning Outcomes:

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

- ☐ *Understanding of Life insurance and General insurance products available in the market.*
- ☐ *Develop confidence to market the Life insurance and General insurance products.*

□ Equip himself with confidence to advise the clients in selecting appropriate policies and supporting the customers in the payment of premium against the policies, and in settlement of claims.

Suggested Readings:

1. Indian Institute of Banking and Finance. *Insurance Products (including Pension Products)*. Taxman.
2. Khan, M. Y. *Financial Services*. Mc Graw Hill Education.
3. National Insurance Academy. *General Insurance Business Operations and Decision Making*. Cenage Learning.
4. Pathak, Bharati. *Indian Financial System*, Pearson Education.
5. Peter, Borscheid and Niels, Viggo Haueter. *World Insurance*. Oxford University Press.
6. Sharma, Renuka and Mehta, Kiran. *Insurance*. Cengage Learning.
7. Vaughan, E. J. and Vaughan, T. M. *Essentials of Risk Management and Insurance*. Wiley Inc.
8. Insurance Laws and Manuals, Taxman.

Note: Latest edition of text books may be used.

2. COMPUTERIZED FINANCIAL ACCOUNTING

Paper	Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
1.	Computerised Financial Accounting	6	100	64		32	96
2.	Computerised Financial Accounting Operations	6	100	64		32	96
	Total	12	200	128		64	192

Course Objectives:

The course aims to:

- *Provide understanding to the students of the fundamentals of financial accounting, requirements of computerised accounting, financial documents, records and books of accounts.*
- *Equip the students with adequate knowledge and expertise in the use of software and e packages in recording financial transactions, developing financial documents, preparing the books of financial accounting and other records as per the requirements of business.*

PAPER AOC2.0I: COMPUTERISED FINANCIAL ACCOUNTING

Course Contents:

Unit I: Computerized Accounting: Computerised Accounting Systems: Basics of Computerised accounting systems - Meaning, Importance; Difference between computerized accounting and manual accounting; Software programs for computerized accounting; Factors affecting selection of suitable Computerised accounting software; Procurement and installation of Computerised accounting software.

Using an Accounting Software: Create, Select, shut, and delete a Company; setting security features of company; Date and Period features; Configure and Features settings; Backup and Restore data of a Company

Unit II: Book Keeping and Accounting: Accounting Concepts; Accounting Groups; Accounting Equation; Accounting Cycle; Double Entry System of Book Keeping; Accounting Standards, Indian Accounting Standards (Ind As) and their requirements;

Creating Accounting Ledgers and Groups: Single Create Vs. Multiple Create, creating ledger under a group and entering opening balance.

Unit III: Stock Accounting: Stock Groups, Stock Categories, Unit of measure, Godown Stock item; Creating Stock Items and Groups; Creating Unit of Measurement, Creating Stock Groups using Single or multiple create feature under an existing group, Creating Stock items using Single or multiple feature under an existing group.

Voucher and Entry in Books of Accounts: Types of vouchers; Selection of voucher type for transactions; Vouchers for income and Expenditure; Vouchers Entry: Voucher Number and date settings, Voucher entry with more than one debit or credit accounts, Editing and deleting a voucher, Printing of Voucher and Cheque.

Multiple Price list Quotation Purchase Enquiry; Order Performa Invoice, Sales Purchase & Rejection Voucher; Additional Purchase; Effective Rates Invoice.

Unit IV: Maintaining Books of Accounts: Entering financial transactions in books of original entry – Journal, Ledger, Cash Book, Rectification of Errors; Preparation of Trail Balance.

Generation of Reports: Cash Book, Ledger Accounts, Trial Balance; Development of Income Statement, Profit and Loss Account, Cash Flow Statement and Balance Sheet.

Unit V: Generation of Tax Records, Documents and Reports: Accounting for Goods and Service Tax; Accounting for Income Tax; Tax Deducted at Source, Tax Collected at Source; Assessment of Tax liability; Self-Assessment and Payment of Tax; Final Assessment and Settlement of Tax Liability;

Computerised Auditing: Internal Audit, Statutory Audit, Voucher verification, Verification of related party transactions; Auditing in Computerized Accounting system; CAAT: Various Tools.

PAPER AOC2.02: COMPUTERISED FINANCIAL ACCOUNTING OPERATIONS

Course Contents:

Unit I: Accounting Database Management: Use of MS Excel and other software packages such as Tally. ERP 9, QuickBooks India, Zoho Books, Marg ERP 9+, Vyapar, my Books, Busy Accounting, Logic. Specific features of each and their requirements; Identification and selection of appropriate software for business.

Unit II: Spreadsheet and its Business Applications: Spreadsheet concepts, managing worksheets; Formatting, conditional formatting, entering data, Editing, Printing and Protecting worksheets; Handling operators in formula; Projects involving multiple spreadsheets, Organizing Charts and graphs; Working with Multiple worksheets; Controlling worksheet views, Naming cells and cell ranges.

Spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and Reference, Database functions, Text functions and Error functions.

Working with Data: Sort and filter; Consolidate; Tables; Pivot tables; What-if-analysis; Goal seek; Data tables and Scenario manager; Data analysis ToolPak: Descriptive Statistics, Moving averages, Histogram, Covariance, Correlation and Regression analysis.

Creating Business Spreadsheet: Loan and Lease statement; Ratio Analysis; Payroll Statements; Capital Budgeting; Constraint optimization, Assignment Problems, Depreciation Accounting; Graphical representation of data; Frequency distributions and their statistical parameters; Correlation and Regression Analysis

Unit III: Accounting using Tally: Creation of Company Gateway of Tally Menu Buttons, Features and Continuation; Accounting Group Ledger, Cost Category, Currency; Voucher Types and Classes; Accounts Vouchers; Reversing Journal; Memorandum Voucher, Optional Voucher, Post-dated Voucher, Bill wise details, Interest; Money Receipt and Cheques, Debit and Credit Notes

Creating and Configuring New Company Accounts: Account masters' maintenance, Account vouchers maintenance, inventory master's maintenance.

Unit IV: Inventory Management: Inventory vouchers maintenance; Reports, Business management and advanced usage, Accounting and inventory report, MIS reports, Budget and scenario management, Forex management, Manufacturing, Group company, Payroll, Tax.

Unit V: Skill Development - Maintaining Records and Books of Accounts: Stock Journal, Manufacturing Journal, Delivery Note; Receipt Note; Rejection In /Out; Tracking Numbers Stock Summary; Godown and Batch details Query; Report Configuration Option, Inventory

Books. Statements with options and formats Splitting of Data. Creation of New Year Books. Preparing Balance Sheet Profit & Loss Account, Trial Balance, Registers, Outstanding Interest Calculations; Bank Reconciliation; Consolidation of Group and Company Accounts.

For Skill development:

- (1) The Department shall purchase and install the necessary technology and software and equipment the Department Laboratory, and engage and develop competent and skilled faculty to guide and supervise the students.
- (2) The students would be given adequate time to practice in the Laboratory using the installed hardware and software.

Course Exit Learning Outcomes

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

- ☐ *Knowledge and understanding of the principles of double entry system, books of accounts maintained in business and the Indian Accounting Standards (Ind As) as applicable in their case.*
- ☐ *Develop understanding and adequate proficiency in the use of computer hardware and software packages for recording and analysis of financial transactions and vouchers in the books of accounts of a business.*
- ☐ *Develop capability to develop the documents and maintain the books of accounts and records of a business.*

Suggested Readings:

1. Agarwal, Garima. *Computerised Accounting*: Himalaya Publishing House.
2. Chheda, Rajesh. *Learn Tally. ERP 9 with GST and E-way Bill*: Ane's Student Education.
3. Grewal, T.S. *Introduction to Accountancy*. S. Chand and Co.
4. Gupta, R.L and Gupta, V.K. *Principles and Practice of Accounting*. Sultan Chand & Sons.
5. Haneef and Mukherjee. *Accountancy I*. Tata McGraw Hill Company.
6. Jain, S.P. and Narang, K.L. *Accountancy I*, Kalyani Publishers.
7. Jawahar Lal. *Financial Accounting*. Himalaya Publishing House.
8. Maidasani, Dinesh. *Mastering Tally*: Firewall Media
9. Nathani, Ashok K. *Tally ERP 9 Training Guide*. BPB Publications
10. Sahgal, Deepak. *Fundamentals of Financial Accounting*. Tax Man Publication.
11. Tally Education Pvt Ltd. *Official Guide to Financial Accounting using Tally ERP 9 with GST*
12. *Tally ERP 9 book advanced user*, Swayam Publication (www.tallyerp9book.com)
13. Tarang, *Tally ERP 9*. Computer World Publications.
14. Tulsiani, *Accountancy I*: Tata McGraw Hill Company
15. Yogeshwaran, G. *Computerised Accounting*. PBP Publications.

Note: Latest edition of text books may be used.

3. COMPUTERIZED STATISTICAL DATA ANALYSIS

Paper	Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
1.	Statistical Data Analysis Techniques	6	100	64		32	96
2.	Computerised Statistical Data Analysis	6	100	64		32	96
Total		12	200	128		64	192

Course Objectives:

The course aims to:

- ☐ *Provide knowledge and understanding to the students of the methodology of collection and analysis of data using statistical methods.*
- ☐ *Equip the students with the use of software and electronic packages in the process of analysis of statistical data and testing their significance for the intended use.*

PAPER AOC3.01: STATISTICAL DATA ANALYSIS TECHNIQUES

Course Contents:

Unit I: Collection of Statistical Data: Primary and Secondary data, Sources of Data Collection, Questionnaires, Personal Interview and Observation Methods; Presentation of Statistical data; Classification and Tabulation of Data, Graphical Representation of Data.

Unit II: Measures of Central Tendency and Dispersion: Mean (A.M., G.M., H.M.), Median, Mode and Quartiles. Measure of Dispersion: Range, Quartile Deviation, Mean Deviation, Variance and Standard Deviation; Skewness and Kurtosis.

Unit III: Correlation and Regression: Coefficient of Correlation – Karl Pearson's Method of calculating Coefficient of Correlation for two variables; Regression – Regression equations for two variables; Determination of Regression Coefficient and Estimation and forecasting using Regression Coefficient.

Unit IV: Time Series Analysis: Time Series Data; Components of Time series; Additive and Multiplicative models. Trend analysis; Fitting of trend line using principle of Least squares – Linear, Second degree parabola and Exponential; Shifting of Origin and Conversion of annual linear trend equation to quarterly/monthly basis and vice-versa; Moving averages. Seasonal variations- Calculation of Seasonal Indices using Simple averages, Ratio-to-trend and Ratio-to-moving averages methods; Uses of Seasonal Indices.

Unit V: Probability and Mathematical Expectation: Basic Concepts, Profitability Rules, Statistical Independence and Dependence, Marginal Probability, Joint Probability, Conditional Probability, Bayes Theorem, Expected Value of a Random Variable, Some Properties of Expected Values.

Probability Distributions: Discrete Distributions (Binominal Distribution and Poisson Distribution), Continuous Distributions (Normal, Exponential and Uniform Distribution)

PAPER AOC3.02: COMPUTERISED STATISTICAL DATA ANALYSIS

Course Content:

Unit I: Sampling Theory and Survey Instruments: Meaning, Importance and Limitations, Probability and Non- Probability Sampling Techniques; Identification of Respondents; Development of Survey Instruments, Testing the survey instruments and Collection of data through survey; Secondary data sources and Collection of data from secondary sources; Reliability and Validity of data.

Unit II: Testing of Significance of Results: Parametric and Non-parametric tests; Testing the significance of results using Parametric and non-parametric tests; Testing the hypothesis and Interpretation of results.

Unit III: Skill Development - Data Analysis using Microsoft Excel: Spreadsheet - Concepts, Managing worksheets; Formatting, Conditional formatting, Entering data, Editing, Printing and Protecting worksheets; Handling operators in formula, Project involving multiple spreadsheets, Organizing Charts and Graphs; Working with Multiple worksheets; Controlling worksheet views, Naming cells and cell ranges.

Spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and Reference, Database functions, Text functions and Error functions

Working with Data: Sort and filter; Consolidate; Tables; Pivot tables; What-if-analysis: Goal seek; Data tables and Scenario manager; Data analysis ToolPak: Descriptive Statistics, Moving averages, Histogram, Covariance, Correlation and Regression analysis.

Creating Business Spreadsheets: Loan and Lease statement; Ratio Analysis; Payroll Statements; Capital Budgeting; Constraint optimization, Assignment Problems, Depreciation Accounting; Graphical representation of data; Frequency distribution and its statistical parameters; Proficiency in using Statistical and other functions contained therein related to formation of frequency distributions and calculations of Averages, Measures of dispersion, Correlation and Regression Analysis; Accounting ratios; BSE SENSEX and NSE NIFTY.

Unit IV: Skill Development – Data Analysis using Statistical Package: User Manual, Preparing data, fusing or analysis, basic usage of software (import/export of data, commands like open, save, etc., Applying Basic Statistical Analysis; Quantitative and Qualitative data Analysis, Descriptive analysis, Testing the significance of one variable, two variables and multi-variables data; Security and control of information systems.

Unit V: Recent Trends in Computing: Tools of business collaboration: emails, wikis, File sharing, Screen sharing, Web presenting, Work scheduling; Cloud computing - Meaning, Types of cloud services: IaaS, PaaS, SaaS; Grid Computing; Virtualization; Green Computing; E-Commerce- meaning, Business models, Electronic Data Interchange (EDI), Payment Gateways; Internet of Things (IoT); Ethical and Social dimensions in the use of technology for data analysis.

For Skill development:

(1) The Department shall purchase and install the necessary technology, equipment and software and engage and develop competent and skilled faculty to guide and supervise the students.

(2) The students would be given adequate time to practice in the Laboratory using the installed hardware and software.

Course Exit Learning Outcomes:

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

- ☐ *Understanding of the Statistical methods used for collection and analysis of data.*

- *Understanding of computer hardware and software packages and their capability and usage in the analysis of data.*
- *Develop instruments and collect data by conducting sample surveys and collect data from secondary sources.*
- *Analyse the data using computer software, test their significance and interpret the results.*

Suggested Readings:

1. Budnick, P. *Applied Mathematics*. McGraw Hill Publishing Co.
2. Elmasari, Ranez and Shamkant B. Navathe, *Fundamentals of Database Systems*, Pearson Education
3. Gupta, S.C. *Fundamentals of Statistics*, Himalaya Publishing House.
4. Gupta, S.P. and Gupta, Archana. *Elementary Statistics*. Sultan Chand and Sons, New Delhi.
5. Jain, Hem Chand and Tiwari, H. N. (2019). *Computer Applications in Business*, Taxman Publications.
6. Levin, Richard and Rubin, David S. *Statistics for Management*, Prentice Hall of India, New Delhi.
7. Madan, Sushila, *Computer Applications in Business*. Scholar Tech Press.
8. Mathur, Shruti and Jain, Pooja. *Computer Applications in Business*. Galgotia Publishing Company
9. Mizrahi and John Sullivan. *Mathematics for Business and Social Sciences*. Wiley and Sons.
10. *Schaum's Outlines Series*. McGraw Hill Publishing Co.
11. Sharma, J. K. *Business Statistics*. Pearson Education.
12. Sharma, S.K. and Bansal, Mansi. *Computer Applications in Business*. Taxman Publications.
13. Spiegel, M.R. *Theory and Problems of Statistics*,
14. Thukral, J.K. *Mathematics for Business Studies*, Mayur Publications
15. Vohra, N. D. *Business Mathematics and Statistics*, McGraw Hill Education (India) Pvt Ltd
16. Wayne, Winston. *Data Analysis & Business Modelling*, PHI.

Note: Latest edition of text books may be used.

4.MICRO FINANCE BUSINESS

Paper	Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
1.	Micro Finance	6	100	80	16		96
2.	Micro Finance – Indian Experiences	6	100	80	16		96
Total		12	200	160	32		192

Course Objectives:

This course aims to:

- *Provide the students clearer understanding of various policies and conceptual and operational issues involved in financial inclusion and developing effective and successful microfinance interventions.*
- *Provide understanding to the students of practices of microfinance institutions in India and other developing countries, the governance structures of these organizations, the issues they confront, and the importance of microfinance for the SME and in rural credit with special reference to India.*

PAPER AOC4.01: MICRO FINANCE

Course Contents:

Unit I: Financial Inclusion: Concept of financial inclusion; Challenges involved in measuring financial inclusion; Impediments to financial inclusion; Role of financial inclusion in reducing poverty and income inequality, Evidence-based examples of policies to support healthy and sustainable financial inclusion.

Unit II: Microfinance: Need and rationale of microfinance, Microfinance as a development tool: Meaning and scope, products and services, Relevance of Micro Finance; Microfinance and rural financial services, Innovative and creative microfinance models, Impact of microfinance, Financial products and services. Agricultural microfinance. Supply, Intermediation and Regulations of Microfinance: Supply of microfinance, intermediation, Microfinance distribution models, Regulations and supervision.

Unit III: Microfinance Credit Lending Models: Credit lending models, *Bangladesh Grameen Bank (BGB) Model, Its replications in India*, Differences between Self Help Groups (SHG) and Joint Liability Groups (JLG) Model, SHG-bank linkages programmes in India, SHG clusters and federations. Risks in Microfinance Institutions: Types of risks in microfinance, Risks in agricultural microfinance, Strategies for risk minimization.

Unit IV: Social Rating, Credit Rating and Impact Assessment in Microfinance: Social rating, Measuring social performance, Social rating of MFIs by M-CRIL, Credit rating models in MFIs, Component of analysing Indian SHGs, Impact assessment of microfinance, Approaches and methods of impact assessment Marketing in Microfinance Institutions: Market research in microfinance, Marketing environment for microfinance, Market segmentation in microfinance, Competition in MFIs, Customer retention in microfinance, Outreach of microfinance, Product development in MFI. Microfinance and Development: Microfinance and women empowerment, Microfinance and health, Microfinance, Micro entrepreneurship and business development, Microfinance and education, Microfinance and networking and linkage building, Challenges in microfinance sector.

Unit V: Case Study:

- (a) The Bangladesh Grameen Bank (BGB)
- (b) The Self-Employed Women Association (SEWA)

PAPER AOC4.02: MICRO FINANCE – INDIAN EXPERIENCES**Course Contents:**

Unit I: Rural Credit in India: Factors influencing rural credit agencies, Role of rural credit in rural development, Evolution and growth of rural credit system in India. Rural credit to non-farm sector, Credit for small and marginal entrepreneurs, Role of Government institutions towards facilitating rural credit, Rural financing for small scale and cottage industries.

Unit II: Overview of Microfinance in India: Evolution and character of microfinance in India, Microfinance delivery methodologies, Legal and regulatory framework of microfinance; Infrastructure and rural technology management.

Micro Credit in India: Evolution and growth. Commercial microfinance, Micro finance by Financial Cooperatives, Effective Interest rates.

Unit III: Micro Finance and Financial Inclusion in India: Financial inclusion, Micro credit, Consultancy and Training to groups, Market support to beneficiaries, Social and economic upliftment of beneficiaries.

Unit IV: Strategic Issues in Microfinance: Sustainability, Scale, Opening New Markets, Gender issues, Housing Microfinance; NGO Management, Role in rural development management; Revenue Model of Microfinance - Profitability, Efficiency and Productivity; Accounting in Rural development management.

Emerging Issues in Marketing of Micro Finance: Challenges faced by the micro finance entities; Change in the sources of funding of the micro finance institutions; Critical evaluation of the working of micro finance industry, the problem of mission drift; RBI and Microfinance; Commercial Banks and Microfinance.

Unit V: Case Studies - From Micro Finance to Commercial Banking: Indian Experiences

- (a) Bandhan Micro Finance to Bandhan Bank
- (b) Ujjivan Micro Finance to Ujjivan Small Finance Bank

Course Exit Learning Outcomes:

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

- ☐ *Understanding of various policies, conceptual, and operational issues involved in financial inclusion and developing effective and successful microfinance interventions.*
- ☐ *Understanding of the practices of microfinance institutions in India and other developing countries, the governance structures of these organizations, the issues they confront, and the importance of microfinance in financial inclusion and in financing the SMEs and rural credit with special reference to India.*
- ☐ *Work in a non- governmental set up and contribute to successful working of a micro finance institution.*

Suggested Readings:

1. Dichter, T. and Harper, M. *What's wrong with Microfinance?* Intermediate Technologies Publications Ltd.
2. Drake, D. and Rhyne, E. *The Commercialization of Microfinance: Balancing Business and Development.* Kumarian Press, Inc. Bloomfield, CT.
3. Fisher, Thomas and Sriram, M.S. *Beyond Micro-Credit: Putting Development Back into Microfinance.* Sage-Vistaar Publication.
4. Gahte, Prabhu. *Microfinance in India: A State of the Sector Report 2007.* Sage Publications Pvt Ltd.

5. Karmarkar, K.G. *Microfinance in India*. Sage Publications Pvt Ltd.
6. Ledgerwood, J. *Microfinance Handbook: An Institutional and Financial Perspective*. World Bank Publications.
7. Padmanabhan, K. P. *Rural Credit: Lessons for Rural Bankers and Policy Maker*. ITDG Publishing.
8. Panda, Debadatta K. *Understanding Microfinance*. Wiley India Pvt Ltd.
9. Wahlen, Samuel. *Microfinance: An Economic Analysis of Banking to the Poor*. Archway Publishing.

Note: Latest edition of text books may be used.

5.SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT

Paper	Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
1.	Security Analysis	6	100	80	16		96
2	Portfolio Management	6	100	64		32	96
Total		12	200	144	16	32	192

Course Objectives:

The course aims to:

- *Provide the students with basic knowledge of different aspects the financial system, financial markets, investment in securities, analysis of risk and returns and valuation of securities.*
- *Provide knowledge to the students of practical aspects of investment analysis for securities selection, portfolio development, portfolio risk analysis and management of a portfolio of securities.*

PAPER AOC5.01: SECURITY ANALYSIS

Course Contents:

Unit I: Investment: The Investment environment, Various investment alternatives, Risk return trade off; Investment decision process; Risk aversion; Types of investors; Risk-Return analysis, Impact of taxes and inflation; Types and sources of returns and risks and their measurement; Diversification and Hedging; Socially responsible investing; Ethical issues in investing; Contemporary issues in investment management.

Unit II: Investment in Securities: Meaning and avenues of investment, Concept of risk and return, Determinants of required rates of return, Relationship between risk and return, Security risk and return analysis and measurement; financial assets – type and their characteristics including derivatives; asset allocation decision; Individual investor life cycle; Organisation and functioning of financial markets in India - Primary capital markets, Secondary markets, Financial intermediaries, Listing of securities, Securities trading, Securities settlement, Regulation of markets, Evaluation of securities, Stock exchanges - their functions and operations.

Unit III: Analysis of Fixed Income Securities: Bond fundamentals; Types of bonds; Innovations in bond market; Valuation of bonds; Bond yields - Yield to Maturity, Yield to Call and Realized Annual Yield; Bond price - yield relationship; Bond convexity; Malkiel Bond Theorems; Risks in bonds- Interest rate risk, Price risk, Reinvestment risk, Inflation risk, Default risk; Analysis of risks in bonds; Bond Duration, Modified duration and their measurement; Bond portfolio management including immunized bond portfolio.

Unit IV: Analysis of Equity Instruments: Approaches to security valuation; Fundamental Analysis- Economic Analysis, Industry Analysis, Company Analysis (EIC framework); Equity Valuation Models - DDM, P/E Ratio model and Free Cash Flow Valuation approach; Forecasting P/E ratio. Technical Analysis – Basic premise and Dow theory; Types of charts and Chart patterns; Moving average analysis; Market indicators and stock specific indicators; Odd lot theory; Efficient market hypothesis (EMH); Forms of market efficiency and their implications; Tests of different forms of market efficiency;

Unit V: Security Analysis and Management Strategies: Efficient market hypothesis, Macro-analysis and micro-valuation of the stock market; Fundamental analysis, Economic analysis, Industry analysis, Company analysis and stock valuation; Technical analysis – techniques, DOW theory; equity portfolio management strategies – passive versus active management strategies; Analysis and management of fixed income securities; Bond fundamentals, Analysis and valuation of bonds, Bond portfolio management strategies – passive, semi-active and active strategies.

PAPER AOC5.02: PORTFOLIO MANAGEMENT

Course Contents:

Unit I: Portfolio Analysis: Meaning, Importance, Objectives, Various issues in portfolio construction and revision; Portfolio analysis, diversification, portfolio risk and return; The concept and significance of portfolio; Calculation of portfolio return and risk; Risk aversion and capital allocation to risky assets and risk-free asset; Optimal risky portfolio; Optimal complete portfolio;

Unit II: Portfolio Selection: Markowitz portfolio selection model; Sharpe's Single Index Model and Optimal portfolio construction; Capital market theory- Capital market line (CML) and concept of market portfolio; Tobin's Separation Theorem; Capital Asset Pricing Model (CAPM) and its extensions; Stock market anomalies - Size effect, Value effect, Seasonality effect, Overreaction effect; Arbitrage Pricing Theory and Multifactor Asset Pricing Models including Fama French Five Factor Model; Investment strategies- Value investing, Momentum and Contrarian strategies;

Unit III: Portfolio Valuation: Valuation principles and practices; Value from Financial Statement analysis, Theory of valuation, Security valuation process, Valuation of alternative investments, Relative valuation techniques.

Unit IV: Portfolio Management: Importance of asset allocation; Portfolio performance evaluation and management; SEBI guidelines on portfolio management; Asset management, Managed portfolios, Professional money management companies, Investment in alternative asset classes; Active and Passive Portfolio Management;

Unit V: Portfolio Performance Evaluation: Portfolio performance evaluation, Performance measurement techniques, Risk adjusted measures of performance evaluation, Evaluation criteria and procedures, Evaluation of bond portfolio performance, Reporting investment portfolio performance. Sharpe index, Treynor Index, Jensen's Alpha, Information ratio, Fama's decomposition measure.

Course Exit Learning Outcomes

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

- ☐ *Knowledge and understanding of different aspects of the financial system, financial markets, investment in securities, analysis of risk and returns and valuation of securities.*
- ☐ *Understanding of the practical aspects of analysis of investment in securities, Selection of appropriate securities for investment, portfolio risk analysis and Management of a portfolio of securities.*
- ☐ *Work in a team of financial planners and wealth managers and provide support to clients in Wealth Management.*

Suggested Readings:

1. Alexander, Shampe and Bailey. *Fundamentals of Investments*. Prentice Hall of India
2. Bhat, S. *Security Analysis and Portfolio Management*. Excel Books, New Delhi.

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

Note: Latest edition of text books may be used.

6. ELECTRONIC BANKING & E PAYMENT OPERATIONS

Paper	Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
1	Electronic Banking	6	100	64		32	96
2	Electronic Banking in Practice	6	100	64		32	96
Total		12	200	128		64	192

Course Objectives:

The objectives of this course are to:

- *Provide knowledge and understanding to the students of Electronic banking, its techniques and tools and its use in the management of business professionally.*
- *Give knowledge, understanding and practice in the use of electronic devices and software to the students for Electronic banking and e payments and their use in the management of business professionally.*

PAPER AOC6.01: ELECTRONIC BANKING:

Course Contents:

Unit I: Online Business Transactions: Rationale of transacting online, E-commerce applications in various industries such as banking, insurance, payment of utility bills and others, e-marketing, e-tailing, Online services, e-auctions, Online portal, Online learning, e-publishing and e-entertainment, Online shopping, etc.

Unit II: Electronic Banking: Early developments, Magnetic Ink Character Recognition (MICR) in E-Cheque - Meaning and Advantages, Disadvantages; Business process Re-Engineering with E-Services; Transformations in Indian Banking Industry with Information Technology; Traditional Banking and Electronic Banking, Functions of E-Banking; Service Quality in E-Banking and Traditional Banking, E-Builder Solutions: E Cheques and Digital Signatures, E-Purse, Digital Certificates; E-Locking Techniques and its Services.

Unit III: Risks Management in E-Banking: Tools and techniques used for risk analysis, Risk coverage and risk management; E-Banking and security - Introduction, Need for security, Security Concepts, Privacy-Survey Findings of Security Attack and Cyber Crimes; E-Banking security – Meaning and Issues; Security threats in the E-commerce environment; Security intrusions and breaches, Attacking methods like hacking, sniffing, cyber-vandalism, etc.; Technology solutions such as encryption, Security channels of communication, Protecting networks, Servers and Clients.

Unit IV: Legal Aspects of E-Banking: Information Technology Act 2000, Provisions related to offences, Secure electronic records, Digital signatures, Penalties and adjudication. Legal Issues - Cyber Security, Cyber Crimes, Public Key Infrastructure, Electronic Payment System and Internet Banking; Commercial Websites.

Unit V: E-Banking in India: Procedure, Programmes Components, Online Banking, Advantages and Limitations; Recent Trends in E-Banking Services; Role of Banking institutions, Non-banking institutions, Startups and cyber security and App developers; Prospects of E-Banks in India.

PAPER- AOC6.02: ELECTRONIC BANKING AND E - PAYMENT OPERATIONS

Course Contents:

Unit I: Privacy in Electronic Banking: Encryption – Meaning, Process, Cryptogram, Cryptanalyst, Cryptography; Types of Cipher Systems, Code Systems; Cryptography-Cipher decipher, Jumbling, Asymmetric, Data Encryption Standard (DES).

Unit II: Electronic Records: Authentication of Electronic Records; Legal Recognition of Electronic Records; Legal Recognition of Digital Signatures; Applications and usage of Electronic records and Digital Signatures in Government and its Agencies; Retention of Electronic Records, Intermediaries and their liabilities; Attribution, Acknowledgement and Dispatch of Electronic Records; Secure Electronic Records and Digital Signatures.

Regulatory Framework: Regulation of Certifying Authorities; Appointment and Functions of Controller; License to issue Digital Signatures Certificate; Renewal of License; Controller's Powers; Procedure to be Followed by Certifying Authority; Issue, Suspension and Revocation of Digital Signatures Certificate, Duties of Subscribers; Penalties and Adjudication; Appellate Tribunal; Offences; Overview of GDPR; Indian data protection regime.

Unit III: Electronic Transfer of Funds: Financial Transaction Terminals (FTT) - Meaning, Advantages and Disadvantages; Funds Transfer Systems; National Electronic Fund Transfer (NEFT), Society for Worldwide Interbank Financial Telecommunications (SWIFT) and international funds transfers;

Unit IV: E-Payment System: E-payment Methods - ATMs (Fixed and Mobile), Debit cards, Credit cards, Smart cards, E-Money, E-Wallets; Online Banking, Internet Banking, Tele-Banks, Digital signatures - Procedures and legal position; Payment gateways; Online banking- Concepts, importance; Electronic fund transfer; Automated Clearing House. Automated Ledger Posting.

Emerging modes and systems of E-payment: MPaisa, PayPal, Paytm, PhonePay, GooglePay and other digital payment systems. E-payments risks; Electronic Fund Transfer Problems.

Skill development: Practical exposure of Electronic Banking operations, Electronic transfer of funds and E Payment Systems in secure learning environment.

For Skill development:

- (1) The Department shall purchase and install the necessary technology and equipment and engage and develop competent and skilled faculty to guide and supervise the students in Electronic Banking and E Payment Systems.
- (2) The students would be given adequate time to practice in the Laboratory using the installed hardware and software.

Unit V: Case studies

- (a) Paytm
- (b) UPI
- (c) SBI - YONO

Course Exit Learning Outcomes

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

- ☐ *Understanding of Electronic banking, its techniques and tools and their use in the management of business professionally.*
- ☐ *Knowledge, understanding of Electronic banking operations and its use in the management of business professionally*

□ *Use electronic banking and electronic payment systems in a business set up and also provide customer support in electronic banking operations and electronic payment systems operations.*

Suggested Readings:

1. Agarwala, Kamlesh N., Lal, Amit and Agarwala, Deeksha. *Business on the Net: An Introduction to the Whats and Hows of E-commerce*. Macmillan India Ltd.
2. Bajaj, K. K. and Debjani, Nag. *E-Commerce*. Tata McGraw Hill Company, New Delhi
3. Chhabra, T.N. Jain, Hem Chand, Jain, Aruna. *An Introduction to HTML*. Dhanpat Rai & Co
4. Dietel, Harvey M., Dietel, Paul J., and Steinbuhler Kate. *E- Business and E- Commerce for Managers*. Pearson Education.
5. Diwan, Parag and Sharma, Sunil. *Electronic Commerce- A Manager's Guide to E-Business*. Vanity Books International, Delhi
6. Elias, M. Awad. *Electronic Commerce from Vision to Fulfilment*. PHI Publications.
7. Kosiur, David. *Understanding Electronic Commerce*. Prentice Hall of India Private Ltd, New Delhi.
8. Kumar, A. *Cyber Laws*. Book Age Publications, New Delhi
9. Turban, E., et.al. *Electronic Commerce: A Managerial Perspective*. Pearson Education Asia.
9. Whiteley, David. *E-Commerce*. McGraw Hill, New York.

Note: Latest edition of text books may be used.

7. GOODS AND SERVICES TAX LAW, ACCOUNTING AND DOCUMENTATION

Paper	Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
1	Goods and Services Tax (GST) Law and Practice	6	100	64		32	96
2	GST - Computerised Accounting and Documentation	6	100	64		32	96
Total		12	200	128		64	192

Course Objectives:

This course aims to:

- Develop a detailed understanding in the students of law and practice of Goods and Services Tax and the application of its provisions in a business set-up.
- Develop a detailed understanding in the students of documents, records, books of accounts and tax returns, and the requirements for the payment of Goods and Services Tax using computer hardware and software packages in a business set-up.

PAPER AOC7.01. GOODS AND SERVICES TAX LAW AND PRACTICE

Course Contents:

Unit I: Introduction: Constitutional framework of indirect taxes before GST (taxation powers of Union and State Governments); Concept of VAT: Meaning, Variants and Methods; Major defects in the structure of indirect taxes prior to GST; Rationale for GST; Structure of GST (SGST, CGST, UTGST and IGST); GST Council; GST Network; Compensation Mechanism for States.

Unit II: Levy and Collection of GST: Taxable events, Supply of goods and services; Place of supply: Intra-state, Inter-state, Import and Export; Time of supply; Valuation for GST, Valuation rules; Taxation of reimbursement of expenses; Exemption from GST: Small supplies and Composition scheme; Classification of goods and services: Composite and Mixed supplies. **Threshold Exemption and Registration:** Registration procedure, Amendment of registration, Cancellation of registration, Revocation of cancellation of registration; Classification of Goods and Services under GST for Rate Purposes.

Unit III: Input Tax Credit: Eligible and ineligible input tax credit; Apportionments of credit and blocked credits; Tax credit in respect of capital goods; Recovery of excess tax credit; Availability of tax credit in special circumstances; Transfer of input credit (Input Service Distribution); Payment of taxes; Refund; Doctrine of unjust enrichment; TDS; TCS; Reverse Charge Mechanism; Job work.

Unit IV: Filing of Tax Returns: Procedure for Filing of tax returns of GST, Matching tax credits and due dates; Payment of tax, Interest and Levy of Late fees. Assessment: Self-assessment; Summary and scrutiny; Taxability of e-Commerce; Anti-profiteering; Avoidance of dual control; e-way bills; Zero-rated supply;

Unit V: Audit, Inspection, Search and Seizure: GST Audit and Assessment; GST authorities - Power and proceedings (bifurcation between Central & States); Self-assessment, Provisional assessment, Summary assessment and Scrutiny of returns; Anti-profiteering; Avoidance of dual control; Offences and penalties; Appeal and Revision of assessment; Demands and Recovery; Advance Rulings; Tax deduction at sources and Advance tax statements.

Customs Law - Basic concepts; Territorial waters; High seas; Types of custom duties; Valuation; Baggage rules and Exemptions.

Note: The developments in the GST Act and Regulations up to 30th June of immediate preceding year shall be considered as part of the curriculum.

PAPER AOC7.02: GST COMPUTERISED ACCOUNTING AND DOCUMENTATION

Course Contents:

Unit I: Use of Computer (Hardware and Software) in GST: Use of MS excel and other Software Packages such as Tally. ERP 9, QuickBooks India, Zoho Books, MargERP 9+, Vyapar, myBooks, Busy Accounting, Logic in Business set up.

Unit II: Preparation of Business records using Microsoft Office: Use of Excel for preparing GST Records; Analysis of GST Data; Use of Microsoft Power Point for Presentations; Use of Microsoft word for GST Reports.

Unit III: Maintenance of Electronic Records and Documents for GST: Maintaining Online Ledgers - Tax liability ledger, Cash Payment ledger, ITC Ledger; Tax Records - Tax invoice, Credit notes and Debit notes, Electronic way Bill., Bill of supply; Filing of tax returns - Development of GST records, Payment of tax including reverse charge, Refund, Job work Input tax credit, Computation of GST liability.

Electronic Filing of GST Returns - GST returns: GSTR-1, GSTR-4, GSTR -7, GSTR- 8, GSTR-9, GSTR-10, GSTR-11, GSTR-3B and Payment of Tax.

Unit IV: Skill Development: Data analysis using Excel; Development of Tax invoice, Credit and Debit notes, Electronic way bill, Accounts and Records, Filing of tax returns, Payment of tax including reverse charge, Refund, Input tax credit; Computation of GST liability; Filing of Tax Returns and Settlement of tax liability.

For Skill development:

(1) The Department shall purchase and install the necessary technology and equipment and engage and develop competent and skilled faculty to guide and supervise the students in GST records and documentation.

(2) The students would be given adequate time to practice in the Laboratory using the installed hardware and software.

Unit V: Job work under GST Regime for exposure to the world of work:

(1) The Department shall enter in to Memorandum of Understanding (MOUs) for Internship of the students and their exposure to work environment with a firm of Chartered Accountants in Practice/Cost and Management Accountants in Practice/ Company Secretary in Practice/ Industrial/Manufacturing Enterprise.

(2) The student shall be placed with a firm of Chartered Accountants in Practice/ Cost and Management Accountants in Practice/Company Secretary in Practice/Industrial/Manufacturing Enterprise for 3 months for on hand work experience.

(3) The student shall work with the firm for training and skill development as per the schedule given to him by the firm where he is placed.

(4) At the end of 3 months placement training period the student shall submit a report on the work assigned to him and the work done by him over three months period to the firm and also to the institution.

(5) A report shall be also obtained from the management of the firm where he is placed for training mentioning the work assigned and the performance of the candidate at work over the three months period.

(6) Assessment shall be based on the Report of the Management, Report of the student and the Viva Voce by the Committee of the Department.

Course Exit Learning Outcomes

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

- ☐ *Understanding of law and practice of Goods and Services Tax and apply the provisions in a business set-up.*
- ☐ *Understanding of the documents, records, books of accounts and tax returns requirements and payment of Goods and Services Tax using computer hardware and software packages in a business set-up.*
- ☐ *Use the knowledge and understanding of the Goods and Service Tax and Computer hardware and software packages in processing GST records in a business set up.*
- ☐ *Work in a business set up and provide support in GST related matters and develop the ability to file online returns of Goods and Service Tax.*

Suggested Readings:

1. Ahuja, Girish and Gupta, Ravi. *Systematic Approach to GST*. Wolters Kluwer
2. Babbar, Sonal, Kaur, Rasleen and Khurana, Kritika. *Goods and Service Tax (GST) and Customs Law*. Scholar Tech Press.
3. Bansal, K. M., *GST & Customs Law*, Taxman Publication.
4. Chheda, Rajesh. *Learn Tally. ERP 9 with GST and E-way Bill: Ane's Student Education*
5. Datey, V. S. *All about GST, A Complete Guide to Model GST Law*. Taxman Publications
6. Gupta, ineet and Gupta, N. K. *Fundamentals of Goods and Services Tax*. Bharat Law House Pvt. Ltd
7. Gupta, S.S. *Taxman's GST New Returns How to Meet Your Obligations -A Practical Guide for filing of New GST Returns*. Taxman Publication.
8. Gupta, S.S. *GST- How to Meet your Obligations*. Taxman Publications
9. Mehrotra, H.C. and Agarwal, V.P. *Goods and Services Tax and Customs*. Sahitya Bhawan Publications
10. Murthy, K. Ch. A. V. S. N. Lavanya, K. V. N. and Lakshmi, V. D. M. V. *Theory and Practice of Goods and Services Tax*, Telugu Academy, Hyderabad.
11. Saha, R.G. Shah, Divyesh and Devi, Usha. *Goods and Service Tax*. HPH
12. Singhanian, Aditya. *Taxman's GST New Returns with e-Invoicing-A Comprehensive Guide to New GST Returns*. Taxman Publication.
13. Singhanian, V. K. *GST & Customs Lax*, Taxman Publication
14. Sisodia, Pushpendra, *GST Law*. Bharat Law House.
15. *GST Laws - The Central Goods and Services Tax, 2017; The Constitution (One hundred and First Amendment) Act, 2016; The Goods and Services Tax (Compensation to States) Act, 2017; The Integrated Goods and Services Tax, 2017; The Union Territory Goods and Services Tax, 2017*

Note: Latest edition of text books may be used.

8. INCOME TAX LAW, ACCOUNTING AND DOCUMENTATION

Paper	Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
1.	Income Tax Law and Practice	6	100	64		32	96
2.	Income Tax Computerised Accounting and Documentation	6	100	64		32	96
Total		12	200	128		64	192

Course Objectives:

This course aims to:

- ☐ Develop among the students a detailed understanding of law and practice of Income Tax and applicable provisions of the tax in a business set-up.
- ☐ Develop among the students a detailed understanding of documents and records, filing of returns, and collection and payment of tax as per the requirements of the Income Tax law and apply the same in a business set-up.

PAPER AOC8.01: INCOME TAX LAW AND PRACTICE

Course Contents:

Unit I: Basic Concepts: Introduction to Income tax – Basic terminology; Income; Agricultural income; Person; Assesses, Types of assesses; Assessment year; Previous year; Gross Total Income; Total income; Maximum marginal rate of tax; Permanent Account Number (PAN); Residential status; Scope of total income on the basis of residential status; Exempted income; Computation of Income under different heads - Income from Salary; Income from House Property, Income from Business or Profession, Income from Capital Gains, Income from Other Sources.

Unit II: Computation of Total Income and Tax Liability of Individuals: Basics of computation of total income and Gross Total Income; Deductions available from gross total income; PAN card; Due date of filing of income tax return. Provisions for Clubbing of Income; Capital Gains, Income from other sources; Income chargeable to tax and tax liability.

Unit III: Computation of Income of Firms/LLPs, HUF, AOP/BOIs, Charitable Trust: Determination of Income chargeable to tax and Tax liability considering the Capital Gains, Income from other sources, Set off and carry forward of losses, and Deductions.

Unit IV: Computation of Business Income: Determination of Income under the head Income from Business and Profession, Income under the head Capital Gains; Income under the head Income from Other Sources; Set off and carry forward of losses; Gross total income, Deductions, Income chargeable to tax and Tax liability.

Unit V: Income Tax Authorities and their Functions: Income Tax authorities, Functions of Income Tax authorities, Advance ruling for non-residents; Survey, Search and Seizure Provisions; Income Computation and Disclosure Standards.

Note: The amendments in the provisions of the Income Tax Act and Rules up to the end of June of immediate preceding year shall be applicable.

PAPER AOC8.02: INCOME TAX - COMPUTERISED ACCOUNTING AND DOCUMENTATION

Course Contents:

Unit I: Use of Computer (Hardware and Software) in Income Tax: Practical use of computer in business set up: Preparation of Business records using Microsoft Office - Use of Excel for preparing GST Records and Analysis of GST Data; Use of Microsoft Power Point for Presentations; Use of Microsoft word for GST Reports.

Unit II: Development of Tax documents: Development of Income tax documents, Tax Accounts and Tax Records; Tax Deduction at Source: Filing of returns of Tax deduction at source; Assessment of Advance payment liability; Advance payment of tax: Determination of income liable to tax and the tax liability of an assessee individual, firm, company or any other entity.

Unit III: e-filing of Returns of Income: Meaning of e-filing; difference between e-filing and regular filing of returns; benefits and limitations of e-filing; types of e-filing; e-filing process; relevant notifications.

TDS and e-Filing of TDS Returns: Tax Collection at Source schedule for deposit of TDS; Tax Deduction and Collection Accounts, Schedule for submission of TDS Returns; Prescribed forms for filing of TDS returns; Exemption from TDS – Form 13, 15G, 15H; Advance Payment of Tax.

Income tax and e-filing of ITRs - Introduction to Income Tax Portal; Preparation of electronic return; Instructions for filling out form ITR-1, ITR-2, ITR-3, ITR-4, ITR-5, ITR-6. Assessment of income liable to tax, Determination of tax liability, Payment of tax.

Refunds, Appeals and final settlement of tax liability. Payment of interest by and to an assessee; Refund of excess tax paid by the assessee; Penalty and Prosecutions under the Act; Appeals and Revisions.

Unit IV: Lab work for Skill development: Development of Tax Accounts and Records, Calculation of Income Tax, Tax deduction at source and Advance tax, Tax deduction at source Statement and Advance tax statements, Computation of tax liability, Filing of tax Returns, Payment of tax, Refunds; Interest on refunds.

For Skill development:

(1) The Department shall purchase and install the necessary technology and equipment and engage and develop competent and skilled faculty to guide and supervise the students in determination of income liable to tax, tax liability and payment of tax..

(2) The students would be given adequate time to practice in the Laboratory using the installed hardware and software.

Unit V: Job work under Income Tax Regime for Exposure to the World of Work:

(1) The Department shall enter in to Memorandum of Understanding (MOUs) for Internship of the students and their exposure to the work environment with a firm of Chartered Accountants in Practice/Cost and Management Accountants in Practice/ Company Secretary in Practice/ Industrial/Manufacturing Enterprise.

(2) The student shall be placed with a firm of Chartered Accountants in Practice or a firm of Cost and Management Accountants in Practice or a firm of Company Secretary in Practice or an Industrial/Manufacturing Enterprise for 3 months for on hand work experience.

(3) The student shall work with the firm for training and skill development as per the schedule given to him by the firm where he is placed.

(4) At the end of 3 months placement training period the student shall submit a report on the work assigned to him and the work done by him over three months period to the firm where is placed for training and also to the institution.

(5) A report shall be also obtained from the management of the firm where the student is placed for training mentioning the work assigned and the performance of the candidate at work over the three months period.

(6) Assessment shall be based on the Report of the Management, Report of the student and the Viva Voce by the Committee of the Department.

Course Exit Learning outcomes

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

- ☐ *Understanding of the law and practice of Income Tax, Income Tax documents and records, filing of returns, and collection and payment of tax as per the requirements of the Income Tax law and apply the same in a business set-up.*
- ☐ *Work in a business set up and provide support in income tax related matters and develop the ability to file online returns of income and pay the tax for individuals, firms, companies and other institutions.*

Suggested Readings:

1. Manoharan, T. N. *Students Handbook on Income Tax Law*. Snow White Publications
2. Mehrotra, H. C. *Income Tax Law and Accounts including Tax Planning*. Sahitya Bhawan Publications.
3. Narang and Gaur. *Income Tax*. Himalaya Publishing House.
4. Prasad, B. *Direct Taxes - Law and Practices*. Wishwa Prakashana
5. Singhania, Vinod K and Singhania, Kapil. *Direct Tax Planning and Management*. Taxman.
6. Singhania, Vinod, K. *Direct Taxes - Law and Practices*. Taxman Publications.

Note: Students shall practice solution of numerical exercises in courses where numerical exercises are involved in 'Accounting Laboratory'.

Note: Latest edition of text books may be used.

JOB ORIENTED COURSES IN ACCOUNTING AND TAXATION

DIPLOMA IN 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: A student shall be awarded Diploma in Accounting and Taxation after qualifying at the Semesters I and II, III and IV examinations after qualifying at the Semesters I and II examinations.

Objectives of Qualification:

The objective of this qualification is to:

- ☐ *Provide the students the knowledge and understanding of theory and practice of Financial and Cost Accounting, Goods and Service Tax, Income Tax and Data Analysis Techniques.*
- ☐ *Equip the students with the skill and proficiency in the application of digital technology in accounting, taxation and data analysis.*
- ☐ *Develop the students with knowledge, understanding and skill to seek job in a business enterprise in the accounting, Goods and Service Tax, Income Tax and Data Analysis fields or set up own enterprise to provide consultancy in the accounting, taxation and data analysis.*

COURSE CREDITS

Semester	Credits Paper 1	Credits Paper 2	Credits Paper 3	Credits Paper 4	Credit Paper 5	Total Credits
Semester I	4	6	6	6	-	22
Semester II	6	6	6	6	-	24
Total Credits	10	12	12	12		46
Semester III	6	6	6	6	-	24
Semester IV	6	6	6	6	6	30
Total credits	12	12	12	12		54
Grand Total	22	24	24	24		100

SEMESTER I

Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
1. English Language and Business Communication	4	100	32	16	16	64
2. Computerised Accounting	6	100	32		64	96
3. GST and Customs - Law and Practice	6	100	64		32	96
4. Cost Accounting	6	100	64		32	96
Total	22	400	192	16	144	352

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. Singhanian, V. K. *GST & Customs Law*. Taxman Publication
12. Sisodia, Pushpendra, *GST Law*. Bharat Law House.
13. GST Laws - *The Central Goods and Services Tax, 2017; The Constitution (One hundred and First Amendment) Act, 2016; The Goods and Services Tax (Compensation to States) Act, 2017; The Integrated Goods and Services Tax, 2017; The Union Territory Goods and Services Tax, 2017*.

Note: Latest edition of text books may be used.

PAPER JOCAT1.04. COST ACCOUNTING

Course Objectives:

This course aims to:

- *Provide an in-depth knowledge of cost accounting principles for identification, classification and analysis of cost components and cost ascertainment in different industries using various costing methods.*

Course Contents:

Unit I: Cost Accounting: Meaning, scope, objectives and advantages of cost accounting; Difference between financial and cost accounting; Cost concepts and classifications; Cost sheet; Role of a cost accountant in an organisation; Cost Accounting Standards; Cost Accounting Records and Audit Rules.

Elements of Cost - Materials: Material/inventory control techniques; Accounting and control of purchases, storage and issue of materials; Inventory systems, Methods of pricing of materials issues — FIFO, LIFO, Simple Average, Weighted Average, Replacement cost, Standard Cost; Physical Verification, Accounting treatment and control of losses due to wastage, scrap, spoilage and defectives.

Elements of Cost - Labour: Accounting and Control of labour cost; Time-keeping and time-booking; Concept and treatment of idle time, over time, labour turnover and fringe benefits; Methods of wage payment and Incentive schemes- Halsey, Rowan, Taylor's differential piece wage plans.

Unit II: Elements of Cost - Overheads: Classification, allocation, apportionment and absorption of overheads, Under- and over-absorption; Capacity Levels and Costs; Treatments of certain items in costing like interest on capital, packing expenses, bad debts, research and development expenses; Unit costing, Job costing.

Unit III: Methods of Costing: Contract costing, Process costing (excluding process losses, valuation of work-in-progress, joint and by-products); Transport service costing. Reconciliation of cost accounting records with financial accounts records.

Unit IV: Cost Volume Profit Analysis: Relevant Cost; Product Sales Pricing and Mix; Limiting Factors; Multiple Scarce Resource Problems; Decisions about alternatives such as Make or Buy, Selection of Products, etc.

Unit V: Activity Based Costing (ABC): Concept and Uses; Flow of Costs in ABC; Traditional Costing System vs. ABC; Relationship between activity - based costing and Activity Based Management (ABM); Operational ABM and Strategic ABM; Techniques of ABM; Implementation steps in ABM.

Course Exit Learning Outcomes:

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

- ☐ *Understand the conceptual framework of Cost Accounting, identification of differences between financial and cost accounting, cost concepts and elements of costs, and preparation of cost sheet.*
- ☐ *Understand the accounting and control of material and labour costs.*
- ☐ *Develop ability to understand classification, allocation, apportionment and absorption of overheads for cost determination, under and over absorption of overheads, treatment of various items of overheads.*
- ☐ *Develop ability to calculate the cost of products, jobs, contracts, processes and services after understanding the basic concepts and processes involved in them.*
- ☐ *Understand cost accounting book keeping systems and reconciliation of cost accounting and financial accounting profits*

Suggested Readings:

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

Note: Latest edition of text books may be used.

SEMESTER II

Subjects	No. of Credits	Max Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
1. Computerised Accounting	6	100	32		64	96
2. Corporate Accounting	6	100	64		32	96
3. Financial System and Financial Institutions	6	100	80	16		96

4. GST - Computerised Accounting and Documentation	6	100	32		64	96
Total	24	400	208	16	160	384

PAPER JOCAT2.01: COMPUTERISED ACCOUNTING

Course Objectives:

The objectives of this course are:

- *To develop knowledge and proficiency among the students in the use of computerised accounting techniques and software in the preparation of financial accounts, documents and financial statements.*
- *To develop knowledge and proficiency in the use of financial accounting concepts and standards and the computerised accounting techniques for preparing financial accounts and financial statements in different types of business organisations.*

Course Contents:

Unit I: Accounting Database Management: Use of software packages such as Tally. ERP 9, QuickBooks India, Zoho Books, MargERP 9+, Vyapar, myBooks, Busy Accounting, Logic. Specific features of each software package and their requirements; Identification and selection of appropriate software for business.

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

Unit II: Spreadsheet and its Business Applications: MS Excel Spreadsheet concepts; Managing worksheets; Formatting, conditional formatting, Entering data, Editing, Printing and Protecting worksheets; Handling operators in formula; Projects involving multiple spreadsheets, Organizing Charts and graphs; Working with Multiple worksheets; Controlling worksheet views, Naming cells and cell ranges.

Spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and Reference, Database functions, Text functions and Error functions.

Creating Business Spreadsheet: Loan and Lease statement; Ratio Analysis; Payroll Statements; Capital Budgeting; Constraint optimization, Assignment Problems, Depreciation Accounting; Graphical representation of data; Frequency distributions and their statistical parameters; Moving averages, Histogram, Covariance, Correlation and Regression Analysis.

Unit III: Accounting using Tally: Creation of Company Gateway of Tally Menu Buttons, Features and Continuation; Accounting Group Ledger, Cost Category, Currency; Voucher Types and Classes; Accounts Vouchers; Reversing Journal; Memorandum Voucher, Optional Voucher, Post-dated Voucher, Bill wise details, Interest; Money Receipt and Cheques, Debit and Credit Notes.

Creating and Configuring New Company Accounts: Account masters' maintenance, Account vouchers maintenance, Inventory master's maintenance.

Unit IV: Inventory Management using Tally: Inventory vouchers maintenance; Reports, Business management and advanced usage, Accounting and inventory report, MIS reports, Budget and scenario management, Forex management, Manufacturing company, Group company, Payroll, Tax.

Unit V: Skill Development - Maintaining Records and Books of Accounts: Stock Journal, Manufacturing Journal, Delivery Note; Receipt Note; Rejection In /Out; Tracking Numbers

Stock Summary; Godown and Batch details Query; Report Configuration Option, Inventory Books. Statements with options and formats Splitting of Data. Creation of New Year Books. Preparing Balance Sheet Profit & Loss Account, Trial Balance, Registers, Outstanding Interest Calculations; Bank Reconciliation; Consolidation of Group and Company Accounts.

For Skill development:

(1) The Department shall purchase and install the necessary technology and software and equipment, set up an Accounting Laboratory, and engage and develop competent and skilled faculty to guide and supervise the students.

(2) The students would be given adequate time to practice in the Accounting Laboratory using the installed hardware and software.

Course Exit Learning Outcomes

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

□ *Develop understanding and adequate proficiency in the use of computer hardware and software packages for recording and analysis of financial transactions and vouchers in the books of accounts of a business.*

□ *Develop capability to develop the documents and maintain the books of financial accounting and records of a business using computerised technology.*

Suggested Readings:

1. Agarwal, Garima. *Computerised Accounting*: Himalaya Publishing House.
2. Chheda, Rajesh. *Learn Tally. ERP 9 with GST and E-way Bill*: Ane's Student Education.
3. Maidasani, Dinesh. *Mastering Tally*: Firewall Media
4. Nadhani, Asok K. *Tally ERP 9 Training Guide*. BPB Publications
5. *Official Guide to Financial Accounting using Tally ERP 9 with GST*. Tally Education Pvt Ltd.
6. *Tally ERP 9 book advanced user*, Swayam Publication (www.tallyerp9book.com)
7. Tarang, *Tally ERP 9*. Computer World Publications.
8. Yogeshweran, G. *Computerised Accounting*. PBP Publications.

Note: Latest edition of text books may be used.

PAPER JOCAT2.02. COMPANY ACCOUNTS

Course Objectives:

This course aims to:

□ *Develop the conceptual knowledge of the students of Corporate Accounting and the techniques of preparing the Corporate Financial Statements.*

□ *To develop capability in the students to undertake accounting work maintain books of accounts and prepare financial statements of a Company*

Course Contents:

Unit I: Accounting for Share Capital, Debentures and Valuation of Shares: Issue of shares; Concept and process of book building, Issue of rights and bonus shares; Buy back of shares, Redemption of Preference shares, Issue and Redemption of Debentures, Valuation of Shares.

Final Accounts of Companies: Companies Act, 2013, Amendments, Preparation of Statement of Profit and Loss and Balance Sheet of Corporate Entities; Disclosures in Company Accounts. Accounting for disposal of Company's profit.

Unit II: Internal and External Reconstruction and Profit Prior to Incorporation: Concepts and accounting treatment as per Ind As 103, Treatment of Reconstruction;

Introduction to the process of incorporation of a Company, Accounting of Income and Expenses during Pre and Post Incorporation Period, Basis of allocation and apportionment of Income and Expenses for the Pre and Post Incorporation Period.

Unit III: Amalgamation and Absorption: Amalgamation of companies – Meaning, Features, Purchase Consideration – Meaning, Methods (Lump sum payment method, Net asset method, Intrinsic value of share method); Accounting entries for Amalgamation; Absorption- Meaning, Accounting entries for absorption; Practical problems.

Unit IV: Accounts of Holding Companies: Meaning of Holding Company and Subsidiary Company, Holding Company Accounts with one Subsidiary Company, Consolidation with foreign subsidiaries; Consolidated profit and loss account, balance sheet and cash flow statement; Treatment of investment in associates in consolidated financial statements, Treatment of investments in joint ventures in consolidated financial statement; Consolidated Balance Sheet, Pre-acquisition and Post-acquisition Profit, Inter-company debts, Bills and Debentures, Cost of Control, Minority Interest.

Unit V: Accounting for Liquidation of Companies:

Note: Relevant Indian Accounting Standards (Ind ASs) and IFRS (ASs) shall be dealt with during the accounting treatment.

Course Exit Learning outcomes:

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

- ☐ *Develop understanding of the provisions of the Indian Companies Act, 2013 and Rules regarding financial accounting of companies.*
- ☐ *Undertake accounting work in a corporate set up as per the provisions of Law and the regulations in this respect.*
- ☐ *Develop financial accounts of a company and report the same to the management and other authorities as per the provisions of law and regulations.*

Suggested Readings:

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

Note: Latest edition of text books may be used.

PAPER JOCAT2.03. FINANCIAL SYSTEM AND FINANCIAL INSTITUTIONS

Course Objectives:

This course aims at

- ☐ *Providing the students an overview of the financial markets and financial institutions and familiarize them with important fee and fund based financial services in India.*
- ☐ *Acquaint the students with the operations and functions of corporate investment institutions bankers and other financial institutions.*

Course Contents:

Unit I: Introduction: An Introduction to Financial System, Components, Financial System and Economic Development, Financial Intermediation, An overview of Indian Financial System since 1951, Financial Sector Reforms since liberalization in 1990-91.

Financial Markets – Money Markets and Capital Markets: Financial Markets - Money Market, Functions, organisation and instruments; Role of central bank in money market; Indian Money Market – an overview; Capital Markets –Introduction, role and functions; Components of Capital market; Cash markets; Equity and Debt, Depository (NSDL, CDSL). Primary and Secondary Markets, Stock Markets – NSE, BSE, Stock Indices - NIFTY, SENSEX; Role of Stock Exchanges in India; Role and functions of SEBI and Investor Protection.

Unit II: Banking Sector: Commercial banking – Introduction, classification, its role in commercial and consumer financing, history, organisation structure, management and functions, assets and liabilities, banking consolidation; Sources of bank funds – deposit products, deposit insurance, fee-based services, letter of credit, off balance sheet activities, bancassurance; Uses of bank funds – lending activities, credit policy; liberalization of banking sector in India; Narsimham Committee Report part I and II – Implementation status; Banks regulatory environment - Role of RBI, CRR, SLR, CRAR and prudential norms, liquidity concepts, instruments and procedure, anti-money laundering and KYC norms.

Investment Management in Banks: Investment portfolio and policy guidelines, composition of investment portfolio, general portfolio considerations, liability management, electronic banking, financial services; capital adequacy - the new BASEL accord and implication for banks; innovations in banking – internet banking, phone banking, mobile banking, wholesale and retail banking, universal and narrow banking, off shore banking and multi-national banking; social banking – need, challenges, and policy initiatives.

Risk Management in Banks: Sources and uses of funds of banks, fee based and off balance sheet activities; Securitization; Bank earnings and bank performance; Alternatives in managing interest rate risk, measuring interest rate sensitivity and the dollar gap, duration gap analysis, techniques of asset liability management, commercial and industrial lending, principles of sound bank lending; Lending process - evaluating a loan request, structuring loan agreements, pricing commercial loans, monitoring and follow up; service quality metrics – core factors, determinants of quality, ISO 9000 certification in banking services, importance of Six Sigma in banks, customer relationship management.

Bank Regulation: Need 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, my-Books, Busy Accounting, Logic in Business set up.

Unit II: Preparation of Business Records using Microsoft Office: Use of Excel for preparing GST Records; Analysis of GST Data; Use of Microsoft Point for Presentations; Use of Microsoft word for GST Reports.

Unit III: Maintenance of Electronic Records and Documents for GST: Maintaining Online Ledgers - Tax liability ledger, Cash Payment ledger, ITC Ledger; Tax Records - Tax invoice, Credit notes and Debit notes, electronic way Bill., Bill of supply; Filing of tax returns - Development of GST records, Payment of tax including reverse charge, Refund, Job work Input tax credit, Computation of GST liability.

Unit IV: Electronic Filing of GST Returns: GST returns: GSTR-1, GSTR-2, GSTR-3, GSTR-4, GSTR-7, GSTR-8, GSTR-9, GSTR-10, GSTR-3B and Payment of Tax

Unit V: Skill Development: Data analysis using Excel; Development of Tax invoice, Credit and Debit notes, Electronic way bill, Accounts and Records, Filing of tax returns, Payment of tax including reverse charge, Refund, Input tax credit; Computation of GST liability; Filing of Tax Returns and Settlement of tax liability.

For Skill development:

(1) The Department shall purchase and install the necessary technology and equipment and engage and develop competent and skilled faculty to guide and supervise the students in GST records and documentation.

(2) The students would be given adequate time to practice in the Laboratory using the installed hardware and software.

Course Exit Learning Outcomes

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

- ☐ *Understanding of the documents, records, books of accounts and tax returns requirements and payment of Goods and Services Tax using computer hardware and software packages in a business set-up.*
- ☐ *Use the knowledge and understanding of the Goods and Service Tax and Computer hardware and software packages in processing GST records in a business set up.*
- ☐ *Work in a business set up and provide support in GST related matters and develop the ability to file online returns of Goods and Service Tax.*

Suggested Readings:

1. Ahuja, Girish and Gupta, Ravi. *Systematic Approach to GST*. Wolters Kluwer
2. Babbar, Sonal, Kaur, Rasleen and Khurana, Kritika. *Goods and Service Tax (GST) and Customs Law*. Scholar Tech Press.
3. Bansal, K. M., *GST and Customs Law*, Taxman Publication.
4. Chheda, Rajesh. *Learn Tally. ERP 9 with GST and E-way Bill*: Ane's Student Education
5. Datey, V. S. *All about GST, A Complete Guide to Model GST Law*. Taxman Publications
6. Gupta, FCA Vineet and Gupta, Dr N. K. *Fundamentals of Goods and Services Tax*. Bharat Law House Pvt Ltd
7. Gupta, S.S. *Taxman's GST New Returns How to Meet Your Obligations -A Practical Guide for filing of New GST Returns*. Taxman Publication.
8. Gupta, S.S. *GST- How to Meet your Obligations*. Taxman Publications
9. Murthy, K. Ch. A. V. S. N. Lavanya K. V. N. and Lakshmi, V. D. M. V. *Theory and Practice of Goods and Services Tax*, Telugu Academy, Hyderabad.

Note: Latest edition of text books may be used.

SEMESTER III

Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
1. Income Tax – Law and Accounting	6	100	64		32	96
2. Management Accounting	6	100	80	16		96
3. Statistical Data Analysis Techniques	6	100	64		32	96
4. Income Tax - Computerised Accounting and Documentation	6	100	32		64	96
Total	24	400	240	16	128	384

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 assesses; Refund of excess tax paid by the assesses; 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. 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 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 budgets, ability to understand standard costing system as a tool of managerial control, calculation of variances in respect of each element of cost and sales.*
- *Understand management accounting issues of activity-based costing, responsibility accounting, divisional performance measurement and Transfer pricing.*

Suggested Readings:

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

Note: Latest edition of text books may be used.

PAPER JOCAT3.03. STATISTICAL DATA ANALYSIS TECHNIQUES

Course Objectives:

The course aims to:

- *Provide the students' knowledge and understanding of the methodology of collection and analysis of data using statistical methods.*
- *Equip the students with the knowledge and understanding of the statistical techniques for the analysis of statistical data and testing their significance for the intended use.*

Course Contents:

Unit I: Collection of Statistical Data: Primary and Secondary data, Sources of Data Collection, Questionnaires, Personal Interview and Observation Methods; Presentation of Statistical data; Classification and Tabulation of Data, Graphical Representation of Data.

Measures of Central Tendency and Dispersion: Measures of Central tendency - Mean (A.M., G.M., H.M.), Median, Mode and Quartiles; Measure of Dispersion - Range, Quartile Deviation, Average Deviation, Variance and Standard Deviation; Skewness and Kurtosis.

Unit II: Correlation and Regression: Coefficient of Correlation – Karl Pearson's Method of calculating Coefficient of Correlation for two variables and more variables; Regression – Regression equations for two and more than two variables; Determination of Regression Coefficients and Estimation and Forecasting using Regression Coefficient.

Time Series Analysis: Time Series Data; Components of time series; Additive and Multiplicative models; Trend analysis; Fitting of trend line using Principle of least squares – Linear, Second degree parabola and Exponential; Shifting of Origin and Conversion of annual

Linear trend equation to quarterly/monthly basis and vice-versa; Moving averages. Seasonal variations, Calculation of Seasonal Indices using Simple averages, Ratio-to-trend and Ratio-to-moving averages methods; Uses of Seasonal Indices.

Unit III: Probability and Mathematical Expectation: Basic Concepts, Probability Rules, Statistical Independence and Dependence, Marginal, Probability, Joint Probability Conditional Probability, Bayes Theorem, Expected Value of a Random Variable, Properties of Expected Values.

Probability Distributions: Discrete Distributions - Binominal Distribution and Poisson Distribution; Continuous Distributions -Normal, Exponential and Uniform Distributions.

Unit IV Sampling Theory and Survey Instruments: Meaning, Importance and limitations, Probability and Non- Probability Sampling Techniques. Identification of Respondents; Development of Survey Instruments, Testing the survey instruments and Collection of data.

Testing of Significance of Results: Testing the Significance using Parametric and Non-parametric tests; Testing the hypothesis and Interpretation of results.

Unit V: Use of Microsoft Excel and Software Packages for data analysis: MS Excel - Develop proficiency in using statistical and other functions contained therein related to formation of Frequency distributions, Calculations of Averages, Measures of dispersion, Correlation and Regression Coefficients; Accounting ratios; BSE SENSEX, NSE NIFTY.

Statistical Package for Social Sciences (SPSS): User Manuel, Prepare data for analysis, Usage of SPSS software (import/export of data, commands like open, save, etc.), Applying basic statistical analysis; Quantitative and Qualitative data analysis, Descriptive analysis and Testing the significance of one variable, two variables and multi-variables data; Security and control of information systems, Ethical and Social dimensions of Statistical Data Analysis.

Course Exit Learning Outcomes:

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

- *Understanding of the statistical methods used for collection and analysis of data.*
- *Understanding of computer hardware and software packages and their capability and usage in analysis of data.*
- *Collect data by conducting sample surveys and from secondary sources.*
- *Analyse the data using computer software, test their significance and interpret the results.*

Suggested Readings:

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

PAPER JOCAT3.04: INCOME TAX - COMPUTERISED ACCOUNTING AND DOCUMENTATION

Course Objectives:

The course aims to:

- ☐ *Develop detailed understanding of the students of documents and records, filing of returns, and collection and payment of tax as per the requirements of the Income Tax law*
- ☐ *Develop competence and skill to apply the knowledge of Income Tax law in developing appropriate documents and records, determine income liable to tax and file returns of income in a business set-up.*
- ☐ *Develop competence to work in a business set up and also as a consultant in tax matters independently.*

Course Contents:

Unit I: Development of Income Tax documents using Computer and Software:

Development of Income tax documents, Tax Accounts and Tax Records; Tax Deduction at Source; Filing of returns of Tax deduction at source; Assessment of Advance payment liability, Advance payment of tax.

Unit II: e-Filing of Returns of Income: Meaning of e-filing; difference between e-filing and regular filing of returns; benefits and limitations of e-filing; types of e-filing; e-filing process; relevant notifications.

Income tax and e-filing of ITRs - Introduction to Income Tax Portal; preparation of electronic returns; Instructions for filling out form ITR-1, ITR-2, ITR-3, ITR-4, ITR-4S, ITR-5, ITR-6.

Unit III: TDS and e-Filing of TDS returns - Introduction to the concept of TDS, Provisions relating to advance payment of tax, Tax Deduction at Source, Tax Collection at Source, schedule for deposit of TDS; Permanent Account No and Tax Deduction and Collection Accounts, Schedule for submission of TDS returns; prescribed forms for filing of TDS returns; Exemption from TDS – Form 13, 15G, 15H; Practical e-filing of TDS returns and Advance Payment of Tax.

Unit IV: Income Liable to Tax: Determination of tax liability, Payment of tax, Refunds, Appeals and final settlement of tax liability; Payment of interest by and to an assessee; Refund of excess tax paid by the assessee; Penalty and Prosecutions under the Income Tax Act; Assessment Authorities; Appellant Authorities; Appeals and Revisions.

Unit V: Lab work for Skill development: Development of Tax Accounts and Records, Calculation of income liable to tax, Tax deduction at source and Advance tax, Tax deduction at source Statement and Advance tax statements, Computation of tax liability, Filing of tax Returns, Payment of tax, Refunds.

For Skill development:

(1) The Department shall purchase and install the necessary technology and equipment set an Accounting Laboratory and engage and develop competent and skilled faculty to guide and supervise the students.

(2) The students would be given adequate time to practice in the Accounting Laboratory using the installed hardware and software.

Course Exit Learning outcomes

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

- ☐ *Understanding of law and practice of Income Tax and applicable provisions of the tax in a business set-up.*

- *Understanding of documentation and records, filing of returns, and collection and payment of tax as per the requirements of the Income Tax law using technology in a business set-up.*
- *Work in a business set up and provide support in income tax related matters and develop the ability to file online returns of income for individuals, firms and companies.*

Suggested Readings:

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

Note: Latest edition of text books may be used.

SEMESTER IV

Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
1. Computerised Statistical Data Analysis	6	100	64		32	96
2. Audit and Assurance Services	6	100	64		32	96
3. Advanced Cost and Management Accounting	6	100	80	16		96
4. Security Analysis and Portfolio Management	6	100	80	16		96
5. Internship	6	100	--	16	80	96
Total	30	400	288	48	144	480

PAPER JOCAT4.01. COMPUTERISED STATISTICAL DATA ANALYSIS

Course Objectives:

The course aims to:

- *Provide the students' knowledge and understanding of the computerised systems for the collection and analysis of data using statistical methods.*
- *Equip the students with the knowledge and understanding of the statistical techniques and computer software technology for the analysis of statistical data and testing their significance for the intended use.*
- *Develop competence of students in analysing the data using technology and statistical methods in a business set up.*

Course Contents:

Unit I: Sampling Theory and Survey Instruments: Meaning, Importance and limitations, Probability and Non- Probability Sampling Techniques. Identification of Respondents;

Development of Survey Instruments: Development of survey instruments Questionnaires and schedules; Testing the survey instruments for Reliability and Validity, Cronbach Alpha Test.

Testing the hypothesis: Meaning and need, Null hypothesis and Alternate Hypothesis, Testing the hypothesis.

Unit II: Testing Significance of Results: Parametric tests – Fisher's z test for large samples, Student's t test for small samples.

Non-parametric tests; Testing the significance of results using Parametric and non-parametric tests; Interpretation of results.

Unit III: Skill Development – Use of Microsoft Excel and software: Use of Microsoft Excel and Software Packages for Data Analysis; Handling operators in formula, Project involving multiple spreadsheets, Organizing Charts and graphs; Working with Multiple worksheets; controlling worksheet views, Naming cells and cell ranges.

Spreadsheet Functions: Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and reference, Database functions, Text functions and Error functions.

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

Creating business spreadsheet: Loan and Lease statement; Ratio Analysis; Payroll statements; Capital Budgeting; Constraint optimization, Assignment Problems, Depreciation Accounting; Graphical representation of data; Frequency distribution and its statistical parameters; Develop proficiency in using statistical and other functions contained therein related to formation of frequency distributions and calculations of Descriptive Statistics, Averages, measures of dispersion, Correlation and Regression Analysis; Accounting ratios; BSE SENSEX & NSE NIFTY.

Unit IV: Skill Development - Use of Statistical Package for Social Sciences (SPSS): User Manuel, Preparing data for analysis, basic usage of SPSS software (import/export of data, commands like open, save, etc., applying basic statistical analysis); Quantitative and qualitative data analysis, Descriptive analysis of data, Testing the significance of one variable, two variables and multi-variables data.; Security and control of information systems.

Unit V: Recent Trends in Computing: Tools of business collaboration: emails, wikis, file sharing, screen sharing, web presenting, work scheduling; Cloud computing: meaning, types of cloud services: IaaS, PaaS, SaaS; Grid Computing; Virtualization; Green Computing; E-Commerce: meaning, business models, Electronic Data Interchange (EDI), Payment Gateways; Internet of Things (IoT); Ethical and Social dimensions in the use of technology for data analysis.

For Skill development:

(1) The Department shall purchase and install the necessary technology and equipment, set up an Accounting Laboratory and engage and develop competent and skilled faculty to guide and supervise the students.

(2) The students would be given adequate time to practice in the Accounting Laboratory using the installed hardware and software.

Course Exit Learning Outcomes:

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

- ☐ *Understanding of the statistical methods used for collection and analysis of data.*
- ☐ *Understanding of computer hardware and software packages and their capability and usage in analysis of data.*

- *Develop instruments and collect data by conducting sample surveys and from secondary sources.*
- *Analyse the data using computer software, test their significance and interpret the results.*

Suggested Readings:

1. Budnick, P. *Applied Mathematics*. McGraw Hill Publishing Co.
2. Elmasari, Ranez and Shamkant B. Navathe, *Fundamentals of Database Systems*, Pearson Education
3. Gupta, S.C. *Fundamentals of Statistics*, Himalaya Publishing House.
4. Jain, Hem Chand and Tiwari H. N. *Computer Applications in Business*. Taxman Publications.
5. Levin, Richard and Rubin, David S. *Statistics for Management*. Prentice Hall of India, New Delhi.
6. Madan, Sushila, *Computer Applications in Business*, Scholar Tech Press.
7. Mathur, Shruti and Jain Pooja. *Computer Applications in Business*, Galgotia Publishing Company
8. Mizrahi and John Sullivan. *Mathematics for Business and Social Sciences*. Wiley and Sons.
9. *Schaum's Outlines Series*, McGraw Hill Publishing Co.
10. Sharma, J. K. *Business Statistics*. Pearson Education.
11. Sharma S.K. and Bansal Mansi. *Computer Applications in Business*, Taxman Publications.
12. Wayne, Winston. *Data Analysis & Business Modelling*, PHI Publishing.

Note: Latest edition of text books may be used.

PAPER JOCAT4.02. AUDIT AND ASSURANCE SERVICES

Course Objectives:

The course aims to:

- *Develop knowledge and understanding of the students of auditing and auditing procedures and techniques.*
- *Understanding of the students of the concept and practice of audit work, internal check, internal audit, statutory audit and audit reports.*
- *Understanding of ethics in audit and the requirements and mechanism of audit under computerised environment.*

Course Contents:

Unit I: Concept of Audit and Audit Evidences: Auditing, Philosophy of Audit, Extended Meaning of Audit, Auditing as a Social Science, Social Object of Audit, Audit Evidences-Introduction, Sources, Relevance and Reliability, Sufficiency and Appropriateness, Methods of Obtaining Audit Evidences; Basic Principles and Techniques of Auditing; Classification of Audit, Audit Planning, Internal Control – Internal Check and Internal Audit; Role of Auditors in corporate governance; Peer review and Independent review of Audit; Public Company Accounting Oversight Board (PCAOB); National Financial Reporting Authority (NFRA).

Standards on Auditing: Background, Definition, Scope, Objectives and Significance, Procedure of Issuing Standards, Structure of the Standards Issued by the AASB, Role of IAASB.

Unit II: Internal Control System and Risk Assessment: Elements of Internal Control System; Internal Check and Internal Audit, Evaluation of Internal Control System; Narrative Record, Internal Control Checklist, Internal Control Questionnaire, Tests of Internal Control, Relationship between Internal Auditor and Statutory Auditor, Professional Scepticism, Concept of Audit Risk, Application of Concept of Materiality; Relationship between Audit Risk and Materiality.

Unit III: Auditor's Report: Essential of Good Report, Elements of Auditor's Report, Types of Auditor's Reports - Unqualified Report and Modified Report, Qualified Report, Adverse Report, Disclaimer of Opinion; Audit Reports and Certificates for Special Purposes, Auditor's Report under the Companies Act, 2013, the Companies (Auditor's Report) Order, 2016 (CARO).

Auditor's Independence, Professional Ethics and Professional Misconduct: Professional Ethics of Chartered Accountants, Fundamental Principles of Professional Accountants, Professional Misconduct and Negligence, Schedules of the Chartered Accountants Act, 1949 relating to Professional Misconduct, Enquiry into Charges of Misconduct of Chartered Accountants; Auditor's Independence - Meaning and related Issues.

Unit IV: Government Audit: Concept of Government Audit, Comptroller and Auditor General(C&AG) - Duties and Powers, Expenditure Audit and Audit of Receipts, Constitutional Role of C&AG, Audit of Local Bodies and Not-for-Profit Organizations -Objectives, Audit Programme.

Special Audits: Audit of Financial Institutions; Audit of Banks; Audit of Insurance Companies; Audit of Co-operative societies and Trust; Audit of Non-banking Financial Companies; Cost Audit-Objectives, Benefits, Qualification, Disqualification and Appointment of Cost Auditor; Management Audit - Objectives, Benefits, Appointment of Management Auditor; Secretarial Audit- Objectives, Benefits, Qualification and Appointment of Secretarial Auditor, Secretarial Standards (SSs) under the Companies Act, 2013; a Brief Outline of SSs issued by the ICSI, Scope and Functions of the Secretarial Standards Board.

Unit V: Information Systems Audit: Objectives, Scope and Methodology of Information System Audit; Auditing around the Computer, Auditing using the Computer, Audit Trail, Computer Assisted Audit Techniques (CAATs).

Emerging Trends in Auditing: Peer Review; Investigation, Forensic audit; Due Diligence; Green (Environmental) Audit - Concept, Objectives, Current Practice in India.

Course Exit Learning Outcomes:

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

- ☐ *Develop knowledge and understanding of auditing and generally accepted auditing standards, procedures and techniques of audit.*
- ☐ *Understand the practice of audit work, internal check, internal audit, statutory audit and audit reports.*
- ☐ *Understand requirements of auditor independence, audit ethics in audit and other legal and professional expectations from auditors.*
- ☐ *Understand the requirements and practice of audit under computerised environment.*

Suggested Readings:

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

Note: Latest edition of text books may be used.

PAPER JOCAT4.03. ADVANCED COST AND MANAGEMENT ACCOUNTING

Course Objectives:

The objectives of this course are:

- *To equip the students with the advanced knowledge of concepts, methods and techniques of cost and management accounting.*
- *To enable the students to use various techniques of cost ascertainment, budget preparation, variance analysis focusing on its need for managerial decision making and support their use.*

Course Contents:

Unit I: Life Cycle Costing: Meaning and benefits; Product Life Cycle and pricing decisions; Life Cycle Budgeting.

Target Costing: Concept; Target costing and target pricing; Key principles of target costing; ABC and target costing; Target costing process; Market driven costing, Product level costing, Component level costing; Chained target costing; Target costing and cost management; Role of Value Engineering in Target Costing.

Kaizen Costing: Meaning; implementation steps in Kaizen costing; Target costing and kaizen costing; General kaizen costing and item specific kaizen costing; Bench marking.

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

Activity-Based Budgeting (ABB): ABB and traditional budgeting; ABB Process; Capacity utilization; Role of ABB in cost management.

Unit III: Responsibility Accounting and Divisional Performance Measurement: Advantages and disadvantages of divisions; Concept of responsibility accounting, Responsibility centres, Cost centre, Revenue centres, Profit centre, Investment centre; Responsibility performance reporting; Financial measures of performance, Non- financial performance measures.

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

Unit IV: Performance Measurement: Traditional performance measures;

Balanced Score Card: Meaning, perspectives in Balanced Scorecard; Weighting performance measures; Requisites of Balanced Scorecard and strategy; Components of SCM.

Cost Control and Cost Reduction: Basics, process, methods and techniques of cost reduction programme.

Unit V: Total Quality Management (TQM): Meaning and characteristics; Types of quality costs; Traditional and modern view of quality, measuring quality costs; Reporting quality costs; Success factors for TQM; Implementing TQM; Quality cost information and managerial decision making.

Cost of Quality and TQM: Definition, classification of quality costs, cost of Conformance, Prevention costs, Appraisal costs, Cost of Non-conformance, Optimization of quality cost, TQM Core concepts of TQM, Benefits of TQM. TQM –Basics, Stages, Principles, Controls, Corrective actions, PRAISE- Steps - Problems, Implementation Cost of quality report Continuous process improvement.

Course Exit Learning Outcomes

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

- *Identify the cost according to their associated activities and apply costing techniques for estimating and computing cost of products or services.*
- *Understand and apply various advanced costing and management accounting techniques such as life cycle costing, target costing, activity-based costing, Kaizen costing, Transfer pricing, etc., in business situations.*
- *Prepare cost statements and income statements using innovative costing techniques for managerial decisions.*
- *Prepare different forms of budgetary statements, identify and control cost at a responsibility centre assigned to a manager, analyse and report performance of the assigned responsibility centre.*

Suggested Readings:

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

Note: Latest edition of text books may be used.

PAPER JOCAT4.04. SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT

Course Objectives:

This course aims to:

- *Equip the students with essential knowledge of tools, techniques, models and investment theories necessary for analysing different types of securities, making sound investment decisions and optimal portfolio choice.*
- *Develop and equip the students to adopt, understand and practice sound portfolio management concepts and practices under competitive market conditions.*

Course Contents:

Unit I: Investments: The Investment environment, various investment alternatives and risk return trade off; Investment decision process; Risk aversion; Types of investors; Risk-Return analysis and impact of taxes and inflation; Types and sources of returns and risks and their measurement; Diversification and Hedging; Socially responsible investing; Ethical investing and other contemporary issues in investment management.

Unit II: Analysis of Fixed Income Securities: Bond fundamentals; Types of bonds; Innovations in bond market; Valuation of bonds; Bond yields (Yield to Maturity, Yield to Call, and Realized Annual Yield); Bond price- yield relationship; Bond convexity; Malkiel Bond Theorems; Risks in bonds- interest rate risk, price risk, reinvestment rate risk, inflation risk,

default risk; Analysis of risks in bonds - Bond Duration, Modified duration and their measurement; Bond portfolio management including immunized bond portfolio.

Unit III: Analysis Equity Investments: Approaches to security valuation; Fundamental Analysis, Economy, Industry, and Company Analysis (EIC framework); Equity Valuation Models (DDM, P/E Ratio model and Free Cash Flow Valuation approach); Forecasting P/E ratio. Technical Analysis – Basic premise and Dow theory; Types of charts and Chart patterns; Moving average analysis; Market indicators and stock specific indicators; Odd lot theory; Efficient market hypothesis (EMH); Forms of market efficiency and their implications; Tests of different forms of market efficiency; Assumption of Investor's rationality and its critique;

Unit IV: Portfolio Analysis: The concept and significance of portfolio; Calculation of portfolio return and risk; Risk aversion and capital allocation to risky assets and risk-free asset; Optimal risky portfolio; Optimal complete portfolio; Markowitz portfolio selection model; Sharpe's single Index Model and Optimal portfolio construction;

Unit V: Portfolio Selection and Management: Capital market theory- Capital market line (CML) and concept of market portfolio; Tobin's separation Theorem; Capital Asset Pricing Model (CAPM) and its extensions; Stock market anomalies (Size effect, Value effect, Seasonality effect, Overreaction effect); Arbitrage Pricing Theory and Multifactor Asset Pricing Models including Fama French Five factor model; Active and Passive portfolio management; Investment strategies - Value investing, Momentum and Contrarian strategies; Portfolio performance evaluation (Sharpe index, Treynor Index, Jensen's alpha, Information ratio and Fama's decomposition measure).

Course Exit Learning Outcomes

After successful completion of this course the student should be able to:

- ☐ *Understand the environment of investment and risk return framework and the theories that explain these features.*
- ☐ *Analyse bonds in terms of valuation, yields and risks as well as build up immunized bond portfolio.*
- ☐ *Analyse shares using different approaches and models and build up a portfolio of shares.*
- ☐ *Construct, analyse, select and evaluate portfolios along with a deep understanding of Capital market theory and associated models.*
- ☐ *Understand and analyse various trading strategies and critically examine various innovations in the market.*

Suggested Readings:

1. Alexander, Shampe and Bailey. *Fundamentals of Investments*. Prentice Hall of India
2. Bhat, S. *Security Analysis and Portfolio Management*. Excel Books, New Delhi.
3. Chandra, Prasanna. *Security Analysis and Portfolio Management*. Tata McGraw Hill Publishing company, New Delhi.
4. Fischer, D. E., and Ronald J. J. *Security Analysis and Portfolio Management*. Prentice-Hall of India, New Delhi.
5. Kevin, S. *Security Analysis and Portfolio Management*. PHI learning Pvt Ltd. New Delhi
6. Pandian, P. *Security Analysis and Portfolio Management*. Vikas publishing house Pvt Ltd. Noida
7. Ranganatham, M. and Madhumathi, R. *Investment Analysis and Portfolio Management*. Pearson Education, New Delhi.

Note: Latest edition of text books may be used.

PAPER JOCAT4.05. INTERNSHIP

After completion of the 4th Semester, each student shall undergo internship of 6 weeks. The internship can be undertaken either at the office of a practicing firm of Chartered Accountant/Cost Accountant/ Company Secretary or a manufacturing company/ Banking Company/Insurance Company/Mutual fund/Financial Planners and Consultants/Cooperative Society/Partnership firm/Single Proprietorship firm/NGO Commercial/Non-Commercial, Government/Non-Government/Quasi-Government Department under a workplace supervisor. The internship shall carry 6 credits and the performance shall be evaluated out of 100 marks.

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

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

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

A viva-voce shall be conducted at the end of training by a board consisting of one external examiner from industry or professional firm and an internal examiner from the Department/Institution. The internship shall be of 100 marks. The internship report shall be evaluated for 70 marks and the performance at the viva voce shall be evaluated out of 30 marks by the board of examiners, Marks secured shall be added to the Marks sheet of the 4th Semester examination.

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 (10+2) from a recognised Board of Secondary Education shall be eligible for admission to a Job oriented Certificate Course.

1. CERTIFICATE IN TAXATION

Qualification: A student shall be awarded Certificate in Taxation on qualifying at the examination.

SEMESTER I

Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
1. Goods & Services Tax – Law and Practice	6	100	40	12	12	96
2. Computerised Goods & Services Tax	6	100	12	12	40	96
Total	12	200	52	24	52	192

PAPER CT1.01. GOODS AND SERVICES TAX AND CUSTOMS - LAW AND PRACTICE

Course Objectives:

This course aims to:

- ☐ *Develop in the students a detailed understanding of the law and practice of Goods and Services Tax and the application of its provisions in a business set-up.*
- ☐ *Develop in the students a detailed understanding of documents, records, books of accounts and tax returns, and the requirements for the payment of Goods and Services Tax in a business set-up.*

Course Contents:

Unit I: Introduction: Constitutional framework of indirect taxes (Taxation powers of Union and State Governments); Rationale for Goods and Services Tax (GST); Structure of GST (SGST, CGST, UTGST and IGST); GST Council; GST Network; Compensation Mechanism for States.

Unit II: Levy and Collection of GST: Taxable events, Supply of goods and services; Place of supply: Intra-state, Inter-state, Import and Export; Time of supply; Valuation for GST, Valuation rules; Taxation of reimbursement of expenses; Exemption from GST: Small supplies and Composition scheme; Classification of goods and services: Composite and Mixed supplies.

Threshold Exemption and Registration: Registration procedure, Amendment of registration, Cancellation of registration, Revocation of cancellation of registration; Classification of Goods and Services under GST for Rate Purposes.

Unit III: Input Tax Credit: Eligible and ineligible input tax credit; Apportionments of credit and blocked credits; Tax credit in respect of capital goods; Recovery of excess tax credit; Availability of tax credit in special circumstances; Transfer of input credit (Input Service

Distribution); Doctrine of unjust enrichment; TDS; TCS; Reverse Charge Mechanism; Job work.

Unit IV: Filing of Tax Returns: Procedure for Filing of tax returns of GST, Matching tax credits and due dates; Payment of tax, Interest and Levy of Late fees. Assessment: Self-assessment; Summary and scrutiny; Taxability of e-Commerce; Anti-profiteering; Avoidance of dual control; e-way bills; Zero-rated supply; Payment of taxes; Refund.

Unit V: Audit, Inspection, Search and Seizure: GST Audit and Assessment; GST authorities - Power and proceedings (bifurcation between Central & States); Self-assessment, Provisional assessment, Summary assessment and Scrutiny of returns; Anti-profiteering; Avoidance of dual control; Offences and penalties; Appeal and Revision of assessment; Demands and Recovery; Advance Rulings; Tax deduction at sources and Advance tax statements.

Customs Law - Basic concepts; Territorial waters; High seas; Types of custom duties; Valuation; Baggage rules and Exemptions.

Note: The amendments in the GST Act and Regulations up to 30th June in the immediately preceding year shall be considered as part of the curriculum.

Course Exit Learning Outcomes:

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

- ☐ *Understanding of law and practice of Goods and Services Tax and apply the provisions of the law in a business set-up.*
- ☐ *Understanding of the requirement of documents, records, books of accounts and tax returns and payment of Goods and Services Tax and prepare these documents and records in a business set-up.*

Suggested Readings:

1. Ahuja, Girish and Gupta, Ravi. *Systematic Approach to GST*. Wolters Kluwer.
2. Babbar, Sonal, Kaur, Rasleen and Khurana, Kritika. *Goods and Service Tax (GST) and Customs Law*. Scholar Tech Press.
3. Bansal, K. M. *GST & Customs Law*. Taxman Publication.
4. Datey, V. S. *All about GST, A Complete Guide to Model GST Law*. Taxman Publications
5. Gupta, FCA Vineet and Gupta, Dr N. K. *Fundamentals of Goods and Services Tax*. Bharat Law House Pvt. Ltd
6. Gupta, S.S. *Taxman's GST New Returns How to Meet Your Obligations -A Practical Guide for filing of New GST Returns*. Taxman Publication.
7. Gupta, S.S. *GST- How to Meet your Obligations*. Taxman Publications
8. Mehrotra H.C. and Agarwal, V.P. *Goods and Services Tax and Customs*. Sahitya Bhawan Publications.
9. Murthy, K. Ch. A. V. S. N. Lavanya K. V. N. and Lakshmi, V. D. M. V. *Theory and Practice of Goods and Services Ta.*, Telugu Academy, Hyderabad.
10. Saha, R.G. Shah, Divyesh and Devi, Usha. *Goods and Service Tax*. HPH
11. Singhanian V. K. *GST & Customs 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 CT1.02: GOODS AND SERVICES TAX - COMPUTERISED ACCOUNTING AND DOCUMENTATION

Course Objectives:

This course aims to:

□ *Develop a detailed understanding in the students of documents, records, books of accounts and tax returns, and the requirements for the payment of Goods and Services Tax using computer hardware and software packages in a business set-up.*

Course Contents:

Unit I: Preparation of Business Records using Microsoft Office: Use of Excel for preparing GST Records; Analysis of GST Data; Use of Microsoft Point for Presentations; Use of Microsoft word for GST Reports.

Unit II: Computer Hardware and Software for GST: Use of MS excel and other Software Packages such as Tally. ERP 9, QuickBooks India, Zoho Books, MargERP 9+, Vyapar, myBooks, Busy Accounting, Logic in Business set up.

Unit III: Maintenance of Electronic Records and Documents for GST: Maintaining Online Ledgers - Tax liability ledger, Cash Payment ledger, ITC Ledger; Tax Records - Tax invoice, Credit notes and Debit notes, Electronic way Bill., Bill of supply; Filing of tax returns - Development of GST records, Payment of tax including reverse charge, Refund, Job work Input tax credit, Computation of GST liability.

Unit IV: Electronic Filing of GST Returns: GST returns: GSTR-1, GSTR-2, GSTR-3, GSTR-4, GSTR-7, GSTR-8, GSTR-9, GSTR-10, GSTR-3B and Payment of Tax

Unit V: Skill Development: Data analysis using Excel; Development of Tax invoice, Credit and Debit notes, Electronic way bill, Accounts and Records, filing of tax returns, Payment of tax including reverse charge, Refund, Input tax credit; Computation of GST liability; Filing of Tax Returns and Settlement of tax liability.

For Skill development:

(1) The Department shall purchase and install the necessary technology and equipment, set up an Accounting Laboratory and engage and develop competent and skilled faculty to guide and supervise the students in GST records and documentation.

(2) The students would be given adequate time to practice in the Accounting Laboratory using the installed hardware and software.

Course Exit Learning Outcomes:

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

□ *Understanding of the documents, records, books of accounts and tax returns requirements and payment of Goods and Services Tax using computer hardware and software packages in a business set-up.*

□ *Use the knowledge and understanding of the Goods and Services Tax and Computer hardware and software packages in processing GST records in a business set up.*

□ *Work in a business set up and provide support in GST related matters and develop the ability to file online returns of Goods and Services Tax.*

Suggested Readings:

1. Ahuja, Girish and Gupta, Ravi. *Systematic Approach to GST*. Wolters Kluwer
2. Babbar, Sonal, Kaur, Rasleen and Khurana, Kritika. *Goods and Service Tax (GST) and Customs Law*. Scholar Tech Press.
3. Bansal, K. M., *GST and Customs Law*, Taxman Publication.
4. Chheda, Rajesh. *Learn Tally. ERP 9 with GST and E-way Bill: Ane's Student Education*
5. Datey, V. S. *All about GST, A Complete Guide to Model GST Law*. Taxman Publications

6. Gupta, FCA Vineet and Gupta, Dr N. K. *Fundamentals of Goods and Services Tax*. Bharat Law House Pvt Ltd
7. Gupta, S.S. *Taxman's GST New Returns How to Meet Your Obligations -A Practical Guide for filing of New GST Returns*. Taxman Publication.
8. Gupta, S.S. *GST- How to Meet your Obligations*. Taxman Publications
9. Murthy, K. Ch. A. V. S. N. Lavanya K. V. N. and Lakshmi, V. D. M. V. *Theory and Practice of Goods and Services Tax*, Telugu Academy, Hyderabad.

Note: Latest edition of text books may be used.

SEMESTER II

Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
1. Income Tax - Law and Practice	6	100	80		16	96
2. Income Tax – Computerised Accounting & Documentation	6	100	32		64	96
Internship	6	100		16	80	96
Total	18	300	112	16	160	288

PAPER CT2.01. 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 CT2.02: 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

PAPER CT2.03: INTERNSHIP

After completion of the 4th Semester, each student shall undergo internship of 6 weeks. The internship can be undertaken either at the office of a practicing firm of Chartered Accountant/Cost Accountant/ Company Secretary or a manufacturing company/ Banking Company/Insurance Company/Mutual fund/Financial Planners and Consultants/Cooperative Society/Partnership firm/Single Proprietorship firm/NGO Commercial/Non-Commercial, Government/Non-Government/Quasi-Government Department under a workplace supervisor. The internship shall carry 6 credits and the performance shall be evaluated out of 100 marks. The student shall maintain day to day record of work done by him during the internship with the firm. Based on that the student shall develop a written report on the work done and achievements made during the internship, get these certified by the authorised signatory of the firm and submit the report after completion of internship to the Head of the Department/Head of the Institution.

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

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

A viva-voce shall be conducted at the end of training by a board consisting of one external examiner from industry or professional firm and an internal examiner from the Department/Institution. The internship shall be of 100 marks. The internship report shall be evaluated for 70 marks and the performance at the viva voce shall be evaluated out of 30 marks by the board of examiners, Marks secured shall be added to the Marks sheet of the 2nd Semester examination.

2. CERTIFICATE IN COMPUTERISED ACCOUNTING AND BUSINESS DATA ANALYSIS

Qualification: A student shall be awarded Certificate in Computerized Accounting and Business Data Processing on qualifying at the examination.

SEMESTER I

Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
1. Computerised Accounting	6	100	32		64	96
2. Computerised Accounting Operations	6	100	32		64	96
Total	12	200	64		128	192

PAPER CCABDA1.01. 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 CCABDA1.02: 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.

SEMESTER II

Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
1. Statistical Data Analysis Techniques	6	100	64		32	96
2. Computerised Statistical Data Analysis	6	100	32		64	96
3. Internship	6	100		16	80	96
Total	18	300	96	16	176	288

PAPER CCACBDA2.01. STATISTICAL DATA ANALYSIS TECHNIQUES

Course Objectives:

The course aims to:

□ *Provide the students' knowledge and understanding of the methodology of collection and analysis of data using statistical methods.*

□ *Equip the students with the knowledge and understanding of the statistical techniques for the analysis of statistical data and testing their significance for the intended use.*

Course Contents:

Unit I: Collection of Statistical Data: Primary and Secondary data, Sources of Data, Methods of Collection of Primary data – Survey using Questionnaires and Schedules, Personal

Interviews, Observations, and Experimentation, Identification of Respondents; Development of Survey Instruments, Testing the survey instruments and Collection of data; Collection of data from secondary sources; Presentation of Statistical Data; Classification and Tabulation of Data, Graphical Representation of Data.

Measures of Central Tendency and Dispersion: Measures of Central tendency - Mean (A.M., G.M., H.M.), Median, Mode and Quartiles; Measure of Dispersion - Range, Quartile Deviation, Average Deviation, Variance and Standard Deviation; Skewness and Kurtosis.

Unit II: Correlation and Regression: Coefficient of Correlation – Karl Pearson's Method of calculating Coefficient of Correlation for two variables and more variables; Regression – Regression equations for two and more than two variables; Determination of Regression Coefficients and Estimation and Forecasting using Regression Coefficient.

Unit III: Time Series Analysis: Time Series Data; Components of time series; Additive and Multiplicative models; Trend analysis; Fitting of trend line using Principle of least squares – Linear, Second degree parabola and Exponential; Shifting of Origin and Conversion of annual Linear trend equation to quarterly/monthly basis and vice-versa; Moving averages. Seasonal variations, Calculation of Seasonal Indices using Simple averages, Ratio-to-trend and Ratio-to-moving averages methods; Uses of Seasonal Indices.

Unit IV: Probability and Mathematical Expectation: Basic Concepts, Probability Rules, Statistical Independence and Dependence, Marginal, Probability, Joint Probability Conditional Probability, Bayes Theorem, Expected Value of a Random Variable, Properties of Expected Values.

Unit V: Probability Distributions: Discrete Distributions - Binominal Distribution and Poisson Distribution; Continuous Distributions -Normal, Exponential and Uniform Distributions.

Course Exit Learning Outcomes:

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

- ☐ *Understanding of the statistical methods used for collection and analysis of data.*
- ☐ *Understanding of computer hardware and software packages and their capability and usage in analysis of data.*
- ☐ *Collect data by conducting sample surveys and from secondary sources.*
- ☐ *Analyse the data using computer software, test their significance and interpret the results.*

Suggested Readings:

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

Note: Latest edition of text books may be used.

PAPER CCABDA2.02. 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 Manual, 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'.

PAPER CCABDA2.03. INTERNSHIP

After completion of the 2nd Semester, each student shall undergo internship of 6 weeks. The internship can be undertaken either at the office of a practicing firm of Chartered Accountant/Cost Accountant/ Company Secretary or a manufacturing company/ Banking Company/Insurance Company/Mutual fund/Financial Planners and Consultants/Cooperative Society/Partnership firm/Single Proprietorship firm/NGO Commercial/Non-Commercial, Government/Non-Government/Quasi-Government Department under a workplace supervisor. The internship shall carry 6 credits and the performance shall be evaluated out of 100 marks. The student shall maintain day to day record of work done by him during the internship with the firm. Based on that the student shall develop a written report on the work done and achievements made during the internship, get these certified by the authorised signatory of the firm and submit the report after completion of internship to the Head of the Department/Head of the Institution.

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

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

A viva-voce shall be conducted at the end of training by a board consisting of one external examiner from industry or professional firm and an internal examiner from the Department/Institution. The internship shall be of 100 marks. The internship report shall be evaluated for 70 marks and the performance at the viva voce shall be evaluated out of 30 marks by the board of examiners, Marks secured shall be added to the Marks sheet of the 2nd Semester examination.

POST GRADUATE CERTIFICATE COURSES

Pre-requisite for admission: Bachelor degree of three years in any discipline from a recognized university.

Qualification awarded: A student shall be awarded Post Graduate Certificate in the course on qualifying at the examination.

COURSES CREDITS

Course	Semester I	Semester I	Semester II	Semester II	Semester II	Total Credits
	Paper 1	Paper 2	Paper 1	Paper 2	Paper 3	
1. Post Graduate Certificate in Goods and Services Tax	6	6	6	6	6	30
2. Post Graduate Certificate in Government Accounting and Government Auditing	6	6	6	6	6	30
3. Post Graduate Certificate in Financial Planning and Wealth Management	6	6	6	6	6	30
4. Post Graduate Certificate in Enterprise Risk Management	6	6	6	6	6	30
5. Post Graduate Certificate in Internal Audit	6	6	6	6	6	30
6. Post Graduate Certificate in Forensic Accounting and Fraud Detection	6	6	6	6	6	30
7. Post Graduate Certificate in Accounting Standards (Ind As/ IFRS)	6	6	6	6	6	30
8. Post Graduate Certificate in Derivative Valuation and Trading	6	6	6	6	6	30
9. Post Graduate Certificate in Business Finance	6	6	6	6	6	30
10. Post Graduate Certificate in Risk Management	6	6	6	6	6	30

1. POST GRADUATE CERTIFICATE IN GOODS AND SERVICES TAX

Qualification: A student shall be awarded Post Graduate Certificate in Goods and Services Tax on qualifying at the examination.

Objective of the Qualification:

This qualification aims at:

- ☐ *Providing knowledge and skills to the students of the law and practice of the Goods and Services Tax.*
- ☐ *Providing adequate knowledge and skills to the students to handle the Goods and Services related work in a business organisation.*
- ☐ *Equipping with this qualification and skill development the students in seeking employment in some business establishment or self-employment by establishing a Goods and Services Tax consultancy in the field.*

SEMESTER I

Paper	Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
1	Goods & Services Tax I	6	100	64		32	96
2	Goods & Services Tax II	6	100	64		32	96
	Total	12	200	128		64	192

PAPER PGCGST1.1 GOODS AND SERVICES TAX I:

Course Contents:

Unit I: Introduction: Concept of indirect taxes; Concept and features of indirect taxes; Principal indirect taxes; Special features of indirect tax levy - all pervasive nature, contribution to Government Revenues, fiscal preference as instrument of planning and development; Role of indirect tax laws.

Goods and Services Tax in different countries: Special features of tax in different countries; Constitutional aspects: Provisions regarding taxation in the Constitution of India – the Central list, the State List and the Concurrent List; Amendment to the Constitution of India to facilitate the GST.

Unit II: Integrated Goods and Services Tax Act, 2017: Important definitions of Integrated Goods and Services Tax Act, 2017, Levy and collection of tax, Administration; Determination of nature of supply, Place of supply of goods or services or both, Refund to international tourist; Zero rated supply, Apportionment of tax and settlement of funds, transfer of input tax credit, Application of CGST Act, Miscellaneous provisions of IGST Act; Application for tax return preparer; Exercises.

Unit III: Central Goods & Services Tax/State Goods & Services Tax Act 2017: Definitions of important terms, Levy and collection of tax, Administration; Determination of nature of supply, Place of supply of goods or service or both, Refund to international tourist; Zero rated supply, Apportionment of tax and settlement of funds, Transfer of input tax credit, Application of CGST/SGST Act, Miscellaneous provisions; Exercises.

Unit IV: Central Goods & Services Tax/State Goods & Services Tax Act 2017: Basics of GST, Meaning and Scope of supply, Levy and collection of tax, Time and Value of Supply of goods and / or Services, Input Tax Credit, Transitional Provisions, Registration under CGST/SGST Act, Filing of Returns and Assessment, Payment of Tax including Payment of tax on reverse charge basis, Refunds under the Act; Exercises.

Unit V: Central Goods & Services Tax/State Goods & Services Tax Act 2017: Threshold exemption and registration - Registration procedure, Amendment of registration, cancellation of registration, revocation of cancellation of registration; Classification of Goods and Services under GST for Rate Purpose; Exercises.

PAPER PGCGST1.2 - GOODS AND SERVICES TAX II

Course Contents:

Unit I: Central Goods & Services Tax/State Goods & Services Tax Act 2017: Maintenance of Accounts and Records, Composition scheme, Job work and its procedure, Various Exemptions under the GST, Demand and recovery under GST.

Unit II: Central Goods & Services Tax/State Goods & Services Tax Act 2017: Miscellaneous provisions under GST, Payment of Tax, Refund, Assessment, Audit, Administration, Inspection, Demand and Recovery, Goods and Services Tax Compensation to states, GST determination of value of supply Rules, 2017, GST Input Tax credit Rules, 2017; Time and Value of Supply of goods and / or services, Input Tax Credit, Transitional Provisions, Registration under Act; Exercises.

Unit III: Goods & Services Tax Rules: Goods & Service Tax Registration Rules 2017; Goods & Service Tax Determination of Value of Supply Rules 2017; Goods & Service Tax Payment of Tax Rules 2017; Goods & Service Tax Return Rules 2017; Goods & Service Tax Invoice, Credit and Debit Notes Rules 2017; Goods & Service Tax Refund Rules 2017; Goods & Service Tax Composition Rules 2017; Goods & Service Tax Input Tax credit Rules 2017.

Unit IV: Levy and Collection of GST: Taxable event- “Supply” of goods and services; Place of supply: intra-state, inter-state, import and export; Time of supply; Valuation for GST-valuation rules; Taxation of reimbursement of expenses; Exemption from GST: Small supplies and Composition scheme; Classification of goods and services: Composite and Mixed supplies.

Unit V: Input Tax Credit: Eligible and ineligible input tax credit; Apportionments of credit and blocked credits; Tax credit in respect of capital goods; Recovery of excess tax credit; Availability of tax credit in special circumstances; Transfer of input credit (Input Service Distribution); Payment of taxes; Refund; Doctrine of unjust enrichment; TDS; TCS; Reverse Charge Mechanism; Job work; Exercises.

SEMESTER II

Paper	Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
3	Goods & Services Tax III	6	100	64		32	96
4	Goods & Services Tax IV	6	100	64		32	96
5	Internship	6	100		16	80	96
Total		18	300	128	16	144	288

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.*

PAPER PGCGST 1.05. INTERNSHIP

After completion of the 2nd Semester, each student shall undergo internship of 6 weeks. The internship can be undertaken either at the office of a practicing firm of Chartered Accountant/Cost Accountant/ Company Secretary or a manufacturing company/ Banking Company/Insurance Company/Mutual fund/Financial Planners and Consultants/Cooperative Society/Partnership firm/Single Proprietorship firm/NGO Commercial/Non-Commercial, Government/Non-Government/Quasi-Government Department under a workplace supervisor. The internship shall carry 6 credits and the performance shall be evaluated out of 100 marks. The student shall maintain day to day record of work done by him during the internship with the firm. Based on that the student shall develop a written report on the work done and achievements made during the internship, get these certified by the authorised signatory of the firm and submit the report after completion of internship to the Head of the Department/Head of the Institution.

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

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

A viva-voce shall be conducted at the end of training by a board consisting of one external examiner from industry or professional firm and an internal examiner from the Department/Institution. The internship shall be of 100 marks. The internship report shall be evaluated for 70 marks and the performance at the viva voce shall be evaluated out of 30 marks by the board of examiners, Marks secured shall be added to the Marks sheet of the 2nd Semester examination.

2. POST GRADUATE CERTIFICATE IN INCOME TAX

Qualification: A student shall be awarded Post Graduate Certificate in Income Tax on qualifying at the examination.

Objective of the Qualification:

This qualification aims at:

- ☐ *Providing higher knowledge and skill to the students of Income Tax law and practice.*
- ☐ *Developing capability in the students of handling the income tax related work in a business organisation.*
- ☐ *With this qualification, knowledge and skills development the student can seek employment or set up his own consultancy firm in the field of income tax.*

SEMESTER I

Paper	Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
1	Income Tax I	6	100	64		32	96
2	Income Tax II	6	100	64		32	96
Total		12	200	128		64	192

PAPER PGCIT1.01 - 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 PGCIT1.02 - INCOME TAX II - ASSESSMENT OF HUF, TRUSTS, AOP**Course Contents:**

Unit I: Computation of Total Income and Tax Liability of Trusts: Meaning, Types, exemption under section 11 to 13, return of income of charitable trusts, Taxability of the income of the trust.

Unit II: Computation of Total Income and Tax Liability of Mutual Funds: Computation of total Income, Computation of tax liability, Short term and long term Capital gain and Tax liability on sale and redemption of units of Mutual funds.

Unit III: Computation of Total Income and Tax Liability of AOP: Computation of total Income, Computation of tax liability, rebate under section 86, computation of income of members, Assessment of Cooperative Societies:

Unit IV Assessment of Non-Residents: Meaning; Income liable to tax, Income exempted from Tax, Assessment procedure.

Unit V: Income Tax Law - Special provisions: Special provisions relating to tax on distributed profits of domestic companies and mutual Funds (sec. 115-O to 115Q) and (115R to 115T). Tax on Income received from venture capital companies and venture capital funds (Sec 115 U), Taxation of E Commerce enterprises.

SEMESTER II

Paper	Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
3	Income Tax III	6	100	64		32	96
4	Income Tax IV	6	100	64		32	96
5	Internship	6	100		16	80	96
Total		18	300	128	16	144	288

PAPER PGCIT1.03 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 assesses; Refund of excess tax paid by the assesses; 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 PGCIT1.04 - INCOME TAX IV – SPECIAL ISSUES, DOCUMENTATION & TAX RETURNS

Course Contents:

Unit I: Transaction and Liability in Special Cases: Penalties, Fines and prosecution, Income Computation and Disclosure Standards; Settlement of Cases - Liability under special cases, Settlement of cases (section 245A to 245 L), Advance Ruling; Case studies.

Black Money Act, 2015: Introduction to Black Money Act, Important provisions, Highlights of Black Money Act and its enforcement; Case studies.

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

Unit III: Transfer Pricing Issues under Direct Tax Law: International Taxation & Transfer Pricing issues, Application of Generally Accepted Cost Accounting; Principles and Techniques for determination of Arm's Length Price, Advance Pricing Agreement (APA) – Concept and Application; Case studies.

Unit IV: Skill Development - Development of Income Tax Documents: Development of Income tax documents, Tax Accounts and Tax Records; Tax Deduction at Source; Filing of returns of Tax deduction at source; Advance payment of tax: Assessment of Advance payment liability; Exercises.

TDS and e-Filing of TDS Returns - Introduction to the concept of TDS; provisions relating to advance payment of tax; Tax Deduction at Source, Tax Collection at Source schedule for deposit of TDS; Permanent Account No, and Tax Deduction and Collection Accounts, Schedule for submission of TDS returns; prescribed forms for filing of TDS returns; exemption from TDS – Form 13, 15G, 15H; Practical workshop on e-filing of TDS returns, Advance Payment of Tax; Exercises.

Unit V: Skill Development - e-filing of Returns of Income and Assessment: Meaning of e-filing; difference between e-filing and regular filing of returns; benefits and limitations of e-filing; types of e-filing; e-filing process; relevant notifications.

Income Tax and e-filing of ITRs - Introduction to Income Tax Portal; preparation of electronic return; Instructions for filling out form ITR-1, ITR-2, ITR-3, ITR-4, ITR-4S, ITR-5, ITR-6; Exercises.

For Skill development:

(1) The Department shall purchase and install the necessary technology and equipment, set up an Accounting Laboratory and engage and develop competent and skilled faculty to guide and supervise the students in Income Tax operations.

(2) The students would be given adequate time to practice in the Accounting Laboratory using the installed hardware and software.

Exit Learning outcomes of Qualification:

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

- ☐ *Knowledge and skill of the law and practice of Income Tax.*
- ☐ *Capacity to handle the Income Tax related work in a business organisation.*
- ☐ *With the knowledge, skill and ability so developed the candidate can seek employment in a business establishment or set up a consultancy in the field of Income Tax.*

Suggested Readings:

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

Note: Latest edition of text books may be used.

PAPER PGCIT1.04 INTERNSHIP

After completion of the 2nd Semester, each student shall undergo internship of 6 weeks. The internship can be undertaken either at the office of a practicing firm of Chartered Accountant/Cost Accountant/ Company Secretary or a manufacturing company/ Banking Company/Insurance Company/Mutual fund/Financial Planners and Consultants/Cooperative Society/Partnership firm/Single Proprietorship firm/NGO Commercial/Non-Commercial, Government/Non-Government/Quasi-Government Department under a workplace supervisor. The internship shall carry 6 credits and the performance shall be evaluated out of 100 marks. The student shall maintain day to day record of work done by him during the internship with the firm. Based on that the student shall develop a written report on the work done and achievements made during the internship, get these certified by the authorised signatory of the firm and submit the report after completion of internship to the Head of the Department/Head of the Institution.

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

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

A viva-voce shall be conducted at the end of training by a board consisting of one external examiner from industry or professional firm and an internal examiner from the Department/Institution. The internship shall be of 100 marks. The internship report shall be evaluated for 70 marks and the performance at the viva voce shall be evaluated out of 30 marks by the board of examiners, Marks secured shall be added to the Marks sheet of the 2nd Semester examination.

3. POST GRADUATE CERTIFICATE IN GOVERNMENT ACCOUNTING AND GOVERNMENT AUDIT

Qualification: A student shall be awarded Post Graduate Certificate in Government Accounting and Government Audit on qualifying at the examination.

Objective of the Qualification:

This qualification aims at:

- ☐ *Developing knowledge and understanding of the students on theory and practice of public finance including the provisions in the Constitution of India regarding devolution of powers to tax to governments at different levels in India.*
- ☐ *Providing knowledge to the students on the system of budgeting and accounting for revenues and expenditures in governments at different levels in India*
- ☐ *Developing understanding and skill of the students in maintaining the accounts of governments at different levels.*
- ☐ *Developing the knowledge and understanding of the students on the system of audit of government accounts at different levels and in different entities in India.*

SEMESTER I

Paper	Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
1	Government Accounting I	6	100	64		32	96
2	Government Accounting II	6	100	64		32	96
Total		12	200	128		64	192

PAPER PGCGAA1.01 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 PGCGAA1.02 GOVERNMENT ACCOUNTING II:

Course Contents:

Unit I: Maintenance of Accounts by Drawing and Disbursing Officers (DDO): Initial records and accounts relating to receipts and disbursements by DDOs, Preparation of Cash Book, Journal and Ledger, Reconciliation of accounts with, Treasury/ Pay and Accounts Office (PAO) by DDOs.

Treasury Accounting System and State PAO Accounting System: Process of passing bills in Treasury/State PAO, Voucher, Challans, Schedule of Receipts and, Payments, List of Payment and Cash Accounts, Daily Accounting in Treasury/State PAO, AC Bills, DC bills, Nil Bills.

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

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

Unit IV: Quality Assurance Procedures: Checks against errors and misstatements, Reconciliation between Accountant General and Controlling Officers, Maintenance and review of Broadsheets, Analysis and clearance of suspense and remittance heads, Internal Test Audit (ITA), Control Accounts for verification and exclusion checks , Classified Abstracts (DDR portion and Proof Sheet), Detail Books and Disburser's Account, Journal, Reconciliation of differences under Reserve Bank Deposits in figures as per Government accounts and those communicated by Central Accounts Section RBI, Checks related to timeliness, completeness and overall reliability, Trial Balance, Review of Balances, Exclusions of Treasury and

Divisional accounts, Review against schedule of preparation, Reconciliation between Finance and Appropriation Accounts

Unit V: Indian Government Financial Reporting Standards (IGFRS): IGFRS 1 Presentation of Financial Statements, IGFRS- 2 Property Plant and Equipment; IGFRS-3 Revenue from Government Exchange Transactions; (IGFRS): IGFRS 4 Inventories; IGFRS - 5 Contingent Liabilities and Contingent Assets:

SEMESTER II

Paper	Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
3	Government Audit I	6	100	64		32	96
4	Government Audit II	6	100	64		32	96
5	Internship	6	100		16	80	96
Total		18	300	128	16	144	288

PAPER PGCGAA1.03. 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 PGCGAA1.04. 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.

PAPER PGCGAA1.05. INTERNSHIP

After completion of the 2nd Semester, each student shall undergo internship of 6 weeks. The internship can be undertaken either at the office of a practicing firm of Chartered Accountant/Cost Accountant/ Company Secretary or a manufacturing company/ Banking Company/Insurance Company/Mutual fund/Financial Planners and Consultants/Cooperative Society/Partnership firm/Single Proprietorship firm/NGO Commercial/Non-Commercial, Government/Non-Government/Quasi-Government Department under a workplace supervisor. The internship shall carry 6 credits and the performance shall be evaluated out of 100 marks. The student shall maintain day to day record of work done by him during the internship with the firm. Based on that the student shall develop a written report on the work done and achievements made during the internship, get these certified by the authorised signatory of the firm and submit the report after completion of internship to the Head of the Department/Head of the Institution.

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

1. Certificate of successful completion of internship with certification by the authorised signatory on the letter head of the firm.

2. Photo copy of attendance register duly attested by the authorised signatory of the firm.

A viva-voce shall be conducted at the end of training by a board consisting of one external examiner from industry or professional firm and an internal examiner from the Department/Institution. The internship shall be of 100 marks. The internship report shall be evaluated for 70 marks and the performance at the viva voce shall be evaluated out of 30 marks by the board of examiners, Marks secured shall be added to the Marks sheet of the 2nd Semester examination.

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 understanding of the students of the premises of financial planning and identify the financial goals.*
- ☐ *Developing knowledge and skill of the students to critically evaluate the investment instruments suitable for different financial goals in different time spans.*
- ☐ *Developing the capability of the students to analyse and select appropriate financial instruments to manage individuals, groups and institutions' finances.*
- ☐ *Developing understanding and skill of the students for analysing the investments in primary and secondary markets.*
- ☐ *Developing understanding of the students for investment planning and portfolio planning, portfolio evaluation, portfolio development and utilising the knowledge for portfolio management.*

SEMESTER I

Paper	Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
1	Financial Planning	6	100	64		32	96
2	Security Analysis	6	100	64		32	96
Total		12	200	128		64	192

PAPER PGCFPWM1.01. 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 PGCFPWM1.02: SECURITY ANALYSIS:

Course Contents:

Unit I: Investments: Meaning and avenues of investment, concept of risk and return, determinants of required rates of return, relationship between risk and return; security risk and return analysis and measurement;

Financial Assets: Type and their characteristics; asset allocation decision – individual investor life cycle, the portfolio management process, the importance of asset allocation;

Unit II: Investments in Financial Markets: Concept of Initial Public Offer (IPO), FPO, Offer for sale, Private placement; IPO Process; Eligibility & Norms for IPO; Role of Credit Rating Agency; Categories of IPO- Traditional and Contemporary; Investment in Mutual Fund units; Investment in Secondary Market – Equity instruments, Debt instruments.

Unit III: Security Analysis: Efficient market hypothesis, Macro-analysis and Micro-valuation of the stock market;

Fundamental Analysis: Economic Analysis, Industry analysis, Company analysis and Stock valuation;

Technical Analysis: Techniques, DOW theory; Equity portfolio management strategies – passive versus active management strategies;

Analysis of Investment in Securities: Analysis for investment in shares; Bond fundamentals, Analysis and valuation of bonds; Bond portfolio Management strategies;

Unit IV: Valuation of Securities: Valuation principles and practices, theory of valuation, security valuation process, Valuation of alternative investments, Valuation of equity instruments, Valuation of debt instruments, Relative valuation techniques; Measurement of risk in investment in securities; Valuation of mutual funds units, Valuation of Provident Fund Investments, Valuation of Pension Fund Investments.

Unit V: Investment Management Strategies: Passive, Semi-active and Active strategy; Formulation of strategy, Implementation of strategy.

SEMESTER II

Paper	Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
3	Portfolio Analysis	6	100	64		32	96
4	Portfolio Management	6	100	64		32	96
5	Internship	6	100		16	80	96

Total		18	300	128	16	24	288
--------------	--	-----------	------------	------------	-----------	-----------	------------

PAPER PGCFPWM1.03 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 PGCFPWM1. 04 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.

PAPER PGCFPWM1. 05 INTERNSHIP

After completion of the 2nd Semester, each student shall undergo internship of 6 weeks. The internship can be undertaken either at the office of a practicing firm of Chartered Accountant/Cost Accountant/ Company Secretary or a manufacturing company/ Banking Company/Insurance Company/Mutual fund/Financial Planners and Consultants/Cooperative Society/Partnership firm/Single Proprietorship firm/NGO Commercial/Non-Commercial, Government/Non-Government/Quasi-Government Department under a workplace supervisor. The internship shall carry 6 credits and the performance shall be evaluated out of 100 marks. The student shall maintain day to day record of work done by him during the internship with the firm. Based on that the student shall develop a written report on the work done and achievements made during the internship, get these certified by the authorised signatory of the firm and submit the report after completion of internship to the Head of the Department/Head of the Institution.

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

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

A viva-voce shall be conducted at the end of training by a board consisting of one external examiner from industry or professional firm and an internal examiner from the Department/Institution. The internship shall be of 100 marks. The internship report shall be evaluated for 70 marks and the performance at the viva voce shall be evaluated out of 30 marks by the board of examiners, Marks secured shall be added to the Marks sheet of the 2nd Semester examination.

5. POST GRADUATE CERTIFICATE IN ENTERPRISE RISK MANAGEMENT

Qualification: A student shall be awarded Post Graduate Certificate in Enterprise Risk Management on qualifying at the examination.

Objective of the Qualification:

This qualification aims to:

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

SEMESTER I

Paper	Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
1	Enterprise Risk	6	100	64		32	96
2	Foreign Exchange Risk	6	100	64		32	96
Total		12	200	128	24	30	192

PAPER PGCERM1.01 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 PGCERM1.02 FOREIGN EXCHANGE RISK:

Course Contents:

Unit I: Foreign Exchange Exposure Risk: Exchange rate determination, Exchange rate forecasting; Foreign currency market;

Unit II: Hedging Currency Risk: Foreign exchange derivatives – Currency Forward, Currency Futures, Currency Options and Currency Swaps; Management of Transaction, Translation and Economic exposures,

Unit III: Treasury and Advances Risk: The role of the treasury function in multinationals; The use of financial derivatives to hedge against forex risk; The use of financial derivatives to hedge against interest rate risk

Unit IV: Sovereign Risk: Sovereign Risk Events – Debt Repudiation versus Debt Rescheduling – Evaluation of Sovereign Risk – Mechanisms for dealing with Sovereign Risk Exposures – Debt for Equity Swaps.

Unit V: Case Studies: Foreign Exchange Risk Management:

1. The State Bank of India
2. The HDFC Bank
3. The ICICI Bank
4. Kotak Mahindra Bank

SEMESTER II

Paper	Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
3	Risk Management in Banking Sector	6	100	64		32	96
4	Risk Management in Insurance Sector	6	100	64		32	96
5	Internship	6	100		16	80	96
Total		18	300	128	16	144	288

PAPER PGCERM1.03 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 PGCERM1.04. 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’.

PAPER PGCERM1.04. INTERNSHIP

After completion of the 2nd Semester, each student shall undergo internship of 6 weeks. The internship can be undertaken either at the office of a practicing firm of Chartered Accountant/Cost Accountant/ Company Secretary or a manufacturing company/ Banking Company/Insurance Company/Mutual fund/Financial Planners and Consultants/Cooperative Society/Partnership firm/Single Proprietorship firm/NGO Commercial/Non-Commercial, Government/Non-Government/Quasi-Government Department under a workplace supervisor. The internship shall carry 6 credits and the performance shall be evaluated out of 100 marks. The student shall maintain day to day record of work done by him during the internship with the firm. Based on that the student shall develop a written report on the work done and achievements made during the internship, get these certified by the authorised signatory of the

firm and submit the report after completion of internship to the Head of the Department/Head of the Institution.

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

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

A viva-voce shall be conducted at the end of training by a board consisting of one external examiner from industry or professional firm and an internal examiner from the Department/Institution. The internship shall be of 100 marks. The internship report shall be evaluated for 70 marks and the performance at the viva voce shall be evaluated out of 30 marks by the board of examiners, Marks secured shall be added to the Marks sheet of the 2nd Semester examination.

6. POST GRADUATE CERTIFICATE IN INTERNAL AUDIT

Qualification: A student shall be awarded Post Graduate Certificate in Internal Audit on qualifying at the examination.

Objective of the Qualification:

This qualification aims at:

- *Developing understanding of the students regarding essentials of audit, audit standards, strategy, planning and programming, audit techniques and audit work.*
- *Developing understanding of the students on role and functions of external auditors, their qualifications, methods of appointment, rights, duties and liabilities.*
- *Developing understanding and skill of the students on installing a system of internal control in an organization, its need, functions and mechanism of work.*
- *Developing the understanding and skill of the students on internal audit, internal audit standards, their need and functions in an organization and ability to perform the functions of an internal auditor.*

SEMESTER I

Paper	Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
1	Essentials of Audit	6	100	64		32	96
2	Internal Control	6	100	64		32	96
Total		12	200	128		64	192

PAPER PGCIA1.01. ESSENTIALS OF AUDIT

Course Contents

Unit I: International Auditing and Assurance Standard Board (IAASB) and Auditing Standards in India (SA): SA 200: Overall Objectives of the Independent Auditor and the Conduct of an Audit in Accordance with Standards on Auditing; SA 210: Agreeing the Terms of Audit Engagements; SA 220: Quality Control for an Audit of Financial Statements. SA 230: Audit Documentation; SA 240: The Auditor's Responsibilities Relating to Fraud in An Audit of Financial Statements; SA 299: Responsibility of Joint Auditors; SA315: Identifying and Assessing the Risk of Material Misstatement through Understanding the Entity and Its Environment; SA320: Materiality in Planning and Performing an Audit; SA 402: Audit Consideration Relating to an Entity Using a Service Organisation; SA500: Audit Evidence. SA 501: Audit Evidence – Specific Considerations for Selected Items; SA 530: Audit Sampling. SA 540: Auditing Accounting Estimates, Including Fair Value Accounting Estimates, and Related Disclosures; SA 570: Going Concern

Auditing Standards, Statements and Guidance Notes: Auditing and Assurance Standards (AASs); Statements and Guidance Notes on Auditing issued by the ICAI; Significant differences between Auditing and Assurance Standards and International Standards on Auditing.

Unit II: Nature, Objective and Scope of Audit: Auditing Concepts: Nature, objective and scope of Audit; Relationship of auditing with other disciplines; Standard Setting Process: Overview, Standard-setting process, Generally accepted auditing standards (GAAS), Auditing and Assurance Standards Board (AASB); Standards on Auditing, Guidance Note(s) issued by

the ICAI; Engagement Standards: Qualities of Auditor, Elements of System of Quality Control; Ethical requirements relating to an audit of financial statements; Inherent Limitations of an audit.

Unit III: Audit Risk: Concepts – Materiality and Performance Materiality, Materiality levels, Procedures to obtain initial understanding, Analytical procedures in planning, Compute and interpret key ratios used in analytical procedures, Effect of fraud and misstatements on the Audit Strategy,

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

Preconditions for Audit: Obtaining audit engagement, Engagement Letters - Contents, Quality Control Procedures, Overall objectives of the auditor and the need to conduct an audit.

Audit Strategy, Planning and Programming: Planning the flow of audit work; audit strategy, planning programme and importance of supervision: review of audit notes and working papers; drafting of reports; principal's ultimate responsibility; extent of delegation; control over quality of audit work; reliance on the work of other auditor, internal auditor or an expert.

Audit Planning: Need and importance, Contents of the overall Audit Strategy and Audit Plan, Difference between an interim and final audit,

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

PAPER PG CIA1.02: INTERNAL CONTROL

Course Contents:

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

Internal Control: Objectives, Components of Internal Control, Auditors internal control system records.

Unit II Control Procedures: Activities and tests of control in relation to (i) the sales system; (ii) the purchases system (iii) the payroll system, (iv) the inventory system, (v) the cash system, and (vi) the non-current assets.

Unit III: Evaluation of Internal: Internal control components including limitations and deficiencies, computer systems controls.

Unit IV: Risk Assessment and Internal Control I: Evaluation of internal control procedures; techniques including questionnaire, flowchart; internal audit and external audit, coordination between the two internal control and check.

Audit Risk, Identifying and Assessing the Risk of Material Misstatement; Risk Assessment procedures; Understanding the entity and its environment; Internal control; Documenting the Risks; Evaluation of internal control system; Testing of Internal control; Internal Control and

IT Environment; Materiality and audit risk; Internal audit, Basics of Standards on Internal Audit (SIAs) issued by the ICAI; Basics of Internal Financial Control and reporting requirements; Distinction between Internal Financial Control and Internal Control over Financial Reporting.

Unit V: Report on Internal Controls: Requirements and methods of reporting significant deficiencies in internal control to management.

SEMESTER II

Paper	Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
3.	Internal Audit I	6	100	64		32	96
4	Internal Audit II	6	100	64		32	96
5	Internship	6	100		16	80	96
Total		18	300	128	16	144	288

PAPER PGCIA1.03. 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 CIA1.04. INTERNAL AUDIT II – INFORMATION SYSTEMS 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'.

PAPER PG CIA1.04. INTERNSHIP

After completion of the 2nd Semester, each student shall undergo internship of 6 weeks. The internship can be undertaken either at the office of a practicing firm of Chartered Accountant/Cost Accountant/ Company Secretary or a manufacturing company/ Banking Company/Insurance Company/Mutual fund/Financial Planners and Consultants/Cooperative Society/Partnership firm/Single Proprietorship firm/NGO Commercial/Non-Commercial, Government/Non-Government/Quasi-Government Department under a workplace supervisor. The internship shall carry 6 credits and the performance shall be evaluated out of 100 marks. The student shall maintain day to day record of work done by him during the internship with the firm. Based on that the student shall develop a written report on the work done and achievements made during the internship, get these certified by the authorised signatory of the firm and submit the report after completion of internship to the Head of the Department/Head of the Institution.

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

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

A viva-voce shall be conducted at the end of training by a board consisting of one external examiner from industry or professional firm and an internal examiner from the Department/Institution. The internship shall be of 100 marks. The internship report shall be evaluated for 70 marks and the performance at the viva voce shall be evaluated out of 30 marks by the board of examiners, Marks secured shall be added to the Marks sheet of the 2nd Semester examination.

7. POST GRADUATE CERTIFICATE IN FORENSIC ACCOUNTING AND FRAUD DETECTION

Qualification: A student shall be awarded Post Graduate Certificate in Forensic Accounting and Fraud Detection on qualifying at the examination.

Objective of the Qualification:

This qualification aims to:

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

SEMESTER I

Paper	Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
1	Financial Fraud	6	100	64		32	96
2	Fraud Investigation, Reporting and Resolution	6	100	64		32	96
Total		12	200	128		64	192

PAPER PGCFAFD1.01. 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 PGCFAFD1.02 FRAUD INVESTIGATION, REPORTING, MANAGEMENT AND RESOLUTION

Course Contents:

Unit I: Fraud Investigation: Basics of Fraud Investigation process - how fraud affects both its victims directly and modern society in general; behaviours, habits and exploits of fraudsters at a variety of levels, why certain individuals/businesses face a higher risk of being targeted by fraudsters than others.

Unit II: Fraud Detection: Fraud Investigation and Engagement processes; Symptoms of fraud; Evidence Collection process; Fraud Examination Evidence: Physical, Documentary and Observational Evidence, Interview and Interrogative Methods Detection of Financial Statement Fraud, Revenue Fraud, Inventory Fraud, Fraud on reserves.

Unit III: Fraud Reporting: preparation, Litigation, and the Recovery Process. Business Valuation and Damages, Damage Analysis; Auditor's Responsibility; Other types of misconduct.: Foreign Corrupt Practices Act (FCPA) Investigations, Anti-money laundering.

Unit IV: Fraud Management: Culmination, consequences, and policy implications of corporate frauds.

Unit V: Resolution of Fraud: Legal follow up. Government Enforcement; Fraud prevention, recognition of potential fraudulent situations.

SEMESTER II

Paper	Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
3	Forensic Accounting, Investigation and Forensic Audit	6	100	64		32	96
4	Cyber Crimes and Cyber Forensic	6	100	64		32	96
5	Internship	6	100		16	80	96
Total		18	300	128	16	144	288

PAPER PGCFAFD1.03. 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 PGCFAFD1.04. 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'.

PAPER PGCFAFD1.04. INTERNSHIP

After completion of the 2nd Semester, each student shall undergo internship of 6 weeks. The internship can be undertaken either at the office of a practicing firm of Chartered Accountant/Cost Accountant/ Company Secretary or a manufacturing company/ Banking Company/Insurance Company/Mutual fund/Financial Planners and Consultants/Cooperative Society/Partnership firm/Single Proprietorship firm/NGO Commercial/Non-Commercial, Government/Non-Government/Quasi-Government Department under a workplace supervisor. The internship shall carry 6 credits and the performance shall be evaluated out of 100 marks. The student shall maintain day to day record of work done by him during the internship with the firm. Based on that the student shall develop a written report on the work done and achievements made during the internship, get these certified by the authorised signatory of the firm and submit the report after completion of internship to the Head of the Department/Head of the Institution.

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

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

A viva-voce shall be conducted at the end of training by a board consisting of one external examiner from industry or professional firm and an internal examiner from the Department/Institution. The internship shall be of 100 marks. The internship report shall be evaluated for 70 marks and the performance at the viva voce shall be evaluated out of 30 marks by the board of examiners, Marks secured shall be added to the Marks sheet of the 2nd Semester examination.

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

Qualification: A student shall be awarded Post Graduate Certificate in Accounting Standards on qualifying at the examination.

Objective of the Qualification:

This qualification aims at:

- *Familiarizing and equipping the students with the knowledge of accounting standards and financial reporting practices and applying the same in practice.*
- *Providing understanding to the students of the requirements of Indian Accounting Standards and applying the same in practice.*
- *Providing understanding to the students of the requirements of the Standards Interpretations Committee of Accounting Standards Board and applying the same in practice.*

SEMESTER I

Paper	Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
1	Indian Accounting Standards I	6	100	64		32	96
2	Indian Accounting Standards II	6	100	64		32	96
Total		12	200	128		64	192

PAPER PGCAS1.01. 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 PGCAS1.02. INDIAN ACCOUNTING STANDARDS II**Course Contents:**

Unit I: Discussion on Indian Accounting Standards: (Ind AS-17 - Ind AS-18): Ind AS-17: Leases; Ind AS-18: Revenue.

Unit II: Discussion on Indian Accounting Standards: (Ind AS 19 - Ind AS 20): Ind AS-19: Employee benefits; Ind AS-20: Accounting for Govt. Grants and Disclosure of Govt. Assistance.

Unit III: Discussion on Indian Accounting Standards: (Ind AS 21 - Ind AS 24): Ind AS-21: The effects of changes in foreign exchange rates; Ind AS- 23: Borrowing costs; Ind AS-24: Related party disclosure.

Unit IV: Discussion on Indian Accounting Standards: (Ind AS 27 to Ind AS 29): Ind AS-27: Separate financial statements; Ind AS-28: Investments in associates and Joint ventures; Ind AS-29: Financial Reporting in Hyper Inflationary economies.

Unit V: Discussion on Indian Accounting Standards: (Ind AS 32 to Ind AS 33): Ind AS-32: Financial instruments: Presentation; Ind AS-33: Earnings Per Share.

SEMESTER II

Paper	Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
3	Indian Accounting Standards III	6	100	64		32	96
4	Indian and International Accounting Standards	6	100	64		32	96
5	Internship	6	100		16	80	96
Total		18	300	128	16	144	288

PAPER PGCAS1.03. 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 PGCAS1.04. 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'.

PAPER PGCAS1.04. INTERNSHIP

After completion of the 2nd Semester, each student shall undergo internship of 6 weeks. The internship can be undertaken either at the office of a practicing firm of Chartered Accountant/Cost Accountant/ Company Secretary or a manufacturing company/ Banking Company/Insurance Company/Mutual fund/Financial Planners and Consultants/Cooperative Society/Partnership firm/Single Proprietorship firm/NGO Commercial/Non-Commercial, Government/Non-Government/Quasi-Government Department under a workplace supervisor. The internship shall carry 6 credits and the performance shall be evaluated out of 100 marks. The student shall maintain day to day record of work done by him during the internship with the firm. Based on that the student shall develop a written report on the work done and achievements made during the internship, get these certified by the authorised signatory of the firm and submit the report after completion of internship to the Head of the Department/Head of the Institution.

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

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

A viva-voce shall be conducted at the end of training by a board consisting of one external examiner from industry or professional firm and an internal examiner from the Department/Institution. The internship shall be of 100 marks. The internship report shall be evaluated for 70 marks and the performance at the viva voce shall be evaluated out of 30 marks by the board of examiners, Marks secured shall be added to the Marks sheet of the 2nd Semester examination.

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 derivative instruments and acquire skills for risk management.*

SEMESTER I

Paper	Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
1	Derivatives	6	100	64		32	96
2	Derivative Trading	6	100	64		32	96
Total		12	200	128		64	192

PAPER PGCDVT1.01. 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 PGCDVT1.02. DERIVATIVES TRADING

Course Contents:

Unit I: Swap Contracts: Financial swaps, Swap market, Features of swap, Types of swap – Currency swap, Cross currency swaps, Coupon swap or Interest rate swap, Swap contracts, Features of swap contracts.

Unit II: Derivative Trading: Development of Derivatives Trading in India; Derivative markets; Regulatory Framework; System of Clearing and Settlement of trades, Pricing of swaps, Valuation models, Risk in swaps, Swap Trading.

Unit III: Futures Trading: Futures trading and Spot trading, Short position and Long position, Leveraged trading; Futures trading in stocks, Futures trading in stock Index, Features of futures trading, Margin requirement, Mark to Market valuation and margin, Procedure, Settlement system; Trading in currency futures, Interest rate futures and Commodity futures.

Unit IV: Options Trading: Framework of options, Pre-requisites for options trading, Options trading in India, Buying and selling calls, Buying and selling puts, Settlement system, Options clearing Corporation.

Unit V: Commodity Derivatives Trading: Commodity trading markets – National Commodity Derivative Exchange (NCDEX); Rationale for Commodity derivatives, Underlying assets, Intermediaries, Commodity futures, Commodity options; Regulatory framework and Regulations, FMC Guidelines, Trading and settlement system, Problems in trading and settlement.

SEMESTER II

Paper	Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
3	Global Derivative Market	6	100	64		32	96

4	Currency Derivatives Trading	6	100	64		32	96
5	Internship	6	100		16	80	96
Total		18	300	128	16	144	288

PAPER PGCDVT1.03. 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 PGCDVT1.04. 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 derivative 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'.

PAPER PGCDVT1.04. INTERNSHIP

After completion of the 2nd Semester, each student shall undergo internship of 6 weeks. The internship can be undertaken either at the office of a practicing firm of Chartered Accountant/Cost Accountant/ Company Secretary or a manufacturing company/ Banking Company/Insurance Company/Mutual fund/Financial Planners and Consultants/Cooperative Society/Partnership firm/Single Proprietorship firm/NGO Commercial/Non-Commercial, Government/Non-Government/Quasi-Government Department under a workplace supervisor. The internship shall carry 6 credits and the performance shall be evaluated out of 100 marks. The student shall maintain day to day record of work done by him during the internship with the firm. Based on that the student shall develop a written report on the work done and achievements made during the internship, get these certified by the authorised signatory of the firm and submit the report after completion of internship to the Head of the Department/Head of the Institution.

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

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

A viva-voce shall be conducted at the end of training by a board consisting of one external examiner from industry or professional firm and an internal examiner from the Department/Institution. The internship shall be of 100 marks. The internship report shall be evaluated for 70 marks and the performance at the viva voce shall be evaluated out of 30 marks by the board of examiners, Marks secured shall be added to the Marks sheet of the 2nd Semester examination.

10. POST GRADUATE CERTIFICATE IN BUSINESS FINANCE

Qualification: A student shall be awarded Post Graduate Certificate in Business Finance on qualifying at the examination.

Objectives of the qualification:

This qualification aims to:

- ☐ *Provide knowledge and understanding of financial environment, financial markets, financial instruments, financial intermediaries and financial services that energize the markets.*
- ☐ *Give understanding of sources of long-term and short-term funds for corporate and non-corporate entities in financial markets.*
- ☐ *Provide knowledge of theory and practice of cost of capital and its implications in financing decisions.*
- ☐ *Provide comprehensive knowledge of various sources of working capital in business and management of working capital ensuring liquidity, profitability and solvency.*
- ☐ *Provide in-depth knowledge of the methodology and process of appraisal of investments and decision making on the same.*
- ☐ *Provide understanding of the implications and methods of management of earnings in business, dividend decision and reinvestment decisions.*
- ☐ *Provide in-depth critical knowledge of business finance practices in business through case studies.*

SEMESTER I

Paper	Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
1	Financial Environment	6	100	64		32	96
2	Cost of Capital and Investment Decisions	6	100	64		32	96
Total		12	200	128		64	192

PAPER PGCBF1.01. 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 PGCBF1.02. COST OF CAPITAL AND INVESTMENT DECISIONS

Course Contents:

Unit I: Cost of Capital: Meaning, Need of determination of cost of capital; Determination of Capital: Cost of debt funds, Cost of ordinary share capital, Cost of Preference share capital, Cost of retained earnings, Cost of depreciation on assets; Composite Cost of Capital: Determination of composite cost of capital; Marginal Cost of Capital: Determination of marginal cost of capital,

Unit II: Cost of Credit and Investment Decisions: Cost of Capital and Implications for Sourcing funds and Investment of funds; Implication of cost of capital for financing and investment decisions; Measures for minimising the average total cost.

Unit III: Investment Appraisal: Meaning, Need for appraisal; Investment Appraisal Methods - Payback period method, Accounting rate of returns, Net present value method, Internal rate of returns, Profitability index, Discounted payback period method.

Unit IV: Appraisal of Risk in Investment: Risk in investment, nature and sources; Approaches to appraisal of risk in investment - Probability approach, Risk adjusted rate of returns, Certainty equivalent coefficient method.

Unit V: Critical Issues in Investment Appraisal: Capital rationing, Inflation; Limitations of Investment Appraisal Methods; Limitations of risk appraisal; Risk in investment decisions. Mitigation and Management of risk.

SEMESTER II

Paper	Subjects	No. of Credits	Maximum Marks	Lecture Hours	Tutorial Hours	Practical Hours	Total Hours
3	Management of Working Capital	6	100	64		32	96
4	Management of Earnings and Off - Balance Sheet Finance	6	100	64		32	96
5.	Internship	6	100		16	80	96
Total		18	300	128	16	144	288

PAPER PGCBF1.03. 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 PGCBF1.04: 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'.

PAPER PGCBF1.04: INTERNSHIP

After completion of the 2nd Semester, each student shall undergo internship of 6 weeks. The internship can be undertaken either at the office of a practicing firm of Chartered Accountant/Cost Accountant/ Company Secretary or a manufacturing company/ Banking Company/Insurance Company/Mutual fund/Financial Planners and Consultants/Cooperative Society/Partnership firm/Single Proprietorship firm/NGO Commercial/Non-Commercial, Government/Non-Government/Quasi-Government Department under a workplace supervisor. The internship shall carry 6 credits and the performance shall be evaluated out of 100 marks. The student shall maintain day to day record of work done by him during the internship with the firm. Based on that the student shall develop a written report on the work done and achievements made during the internship, get these certified by the authorised signatory of the firm and submit the report after completion of internship to the Head of the Department/Head of the Institution.

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

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

A viva-voce shall be conducted at the end of training by a board consisting of one external examiner from industry or professional firm and an internal examiner from the Department/Institution. The internship shall be of 100 marks. The internship report shall be evaluated for 70 marks and the performance at the viva voce shall be evaluated out of 30 marks by the board of examiners, Marks secured shall be added to the Marks sheet of the 2nd Semester examination.

