JECRC University, Jaipur

Department of Commerce

M.Com
(Accounting & Taxation)

Two year full time postgraduate Course

Curriculum
2013-14
INTRODUCTION

JECRC University Jaipur is launching an M.Com (Accounting & Taxation) Programme during the year 2013-2014 to be offered through Department of Commerce.

1. TITLE OF THE PROGRAMME

The Course shall be called Master of Commerce in Accounting & Taxation which is abbreviated as MAT.

2. OBJECTIVES

The basic objective of the M.Com program is to provide advance and practically knowledge of commerce stream to competent young men and women with the aim that they occupy key operational positions at their work place.

- The course structure of the given M.Com program is designed keeping in view the basic requirements of the industries. Consequently essential features and structure of such model program would be:
  a) To impart to the students with the latest and relevant knowledge from the field of Finance, Accounting, Taxation, Banking, etc.
  b) To provide opportunities to the students within and outside the institution, for developing necessary operating skills required by the Industry.
- M.Com is offered by MUJ in three specializations:- Accounting & Taxation, Banking Management & Financial Markets.
- To develop the right kind of values and attitudes to function effectively in the competitive environment.

3. DURATION OF THE COURSE

- The MAT course shall be of Two years duration in Four Semesters.
- The Maximum duration for a student for complying with the degree requirement is twice (4 Years) the duration of the academic Programme for date of first registration for his / her first semester.

4. CREDIT REQUIREMENT FOR THE AWARD OF DEGREE:-

M.Com (MAT) 100 Credits.

- The Credit distribution in four semester are as follows:

<table>
<thead>
<tr>
<th>Semester</th>
<th>No. of Total credit per semester</th>
<th>Cumulative Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>21</td>
<td>21</td>
</tr>
<tr>
<td>II</td>
<td>22</td>
<td>43</td>
</tr>
<tr>
<td>III</td>
<td>23</td>
<td>66</td>
</tr>
<tr>
<td>IV</td>
<td>24</td>
<td>90</td>
</tr>
</tbody>
</table>
5. ELIGIBILITY FOR ADMISSION

- Admission to the M.Com course is open to all candidates those who possess a B.Com education from recognized University.
- Those who secure 50 percent aggregate marks in a B.Com from a recognized University are eligible to apply for the Programme.
- The selection for the M.Com course is purely on merit basis.
JECRC University, Jaipur.

Course Structure M.Com (Accounting & Taxation)

PREVIOUS YEAR:

**SEMESTER – I**

<table>
<thead>
<tr>
<th>Paper Code</th>
<th>Subject</th>
<th>L</th>
<th>T</th>
<th>P</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO11002</td>
<td>Higher Business Statistics</td>
<td>2</td>
<td>1</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>CO11301</td>
<td>Higher Financial Accounting</td>
<td>2</td>
<td>1</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>CO11302</td>
<td>Management Accounting</td>
<td>2</td>
<td>1</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>CO11303</td>
<td>Legal Aspects of Company</td>
<td>2</td>
<td>1</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>CO11304</td>
<td>Organizational Management</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>CO11305</td>
<td>Management Information System</td>
<td>3</td>
<td>-</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>CO11306</td>
<td>Presentation / Seminars</td>
<td>-</td>
<td>-</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>14</td>
<td>4</td>
<td>6</td>
<td>21</td>
</tr>
</tbody>
</table>

**SEMESTER – II**

<table>
<thead>
<tr>
<th>Paper Code</th>
<th>Subject</th>
<th>L</th>
<th>T</th>
<th>P</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO12301</td>
<td>Advance Auditing</td>
<td>2</td>
<td>1</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>CO12302</td>
<td>Direct Taxes – I</td>
<td>2</td>
<td>1</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>CO12303</td>
<td>Financial Management</td>
<td>2</td>
<td>1</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>CO12304</td>
<td>Cost Accounting &amp; Decision</td>
<td>3</td>
<td>1</td>
<td>-</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Making</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CO12305</td>
<td>Quantitative Techniques</td>
<td>3</td>
<td>1</td>
<td>-</td>
<td>4</td>
</tr>
<tr>
<td>CO12306</td>
<td>Managerial Economics</td>
<td>3</td>
<td>1</td>
<td>-</td>
<td>4</td>
</tr>
<tr>
<td>CO12307</td>
<td>Seminars / Presentations</td>
<td>-</td>
<td>-</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>15</td>
<td>6</td>
<td>2</td>
<td>22</td>
</tr>
</tbody>
</table>
FINAL YEAR:

**SEMESTER – III**

<table>
<thead>
<tr>
<th>Paper Code</th>
<th>Subject</th>
<th>L</th>
<th>T</th>
<th>P</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO13301</td>
<td>Direct Taxes – II</td>
<td>2</td>
<td>1</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CO13302</td>
<td>Financial Reporting</td>
<td>3</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CO13303</td>
<td>Indirect Taxes – I</td>
<td>2</td>
<td>1</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CO13304</td>
<td>Computerized Financial Accounting</td>
<td>3</td>
<td></td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>CO13305</td>
<td>Corporate Tax Planning</td>
<td>3</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CO13306</td>
<td>Summer Industrial Training (8Weeks)</td>
<td></td>
<td></td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>G13004</td>
<td>Communication Skills</td>
<td>3</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>16</td>
<td>2</td>
<td>10</td>
<td>23</td>
</tr>
</tbody>
</table>

**SEMESTER – IV**

<table>
<thead>
<tr>
<th>Paper Code</th>
<th>Subject</th>
<th>L</th>
<th>T</th>
<th>P</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO14301</td>
<td>Strategic Financial Management</td>
<td>3</td>
<td>1</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>CO14302</td>
<td>Indirect Taxes – II</td>
<td>3</td>
<td>1</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>CO14303</td>
<td>Management &amp; Operational Audit</td>
<td>3</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CO14304</td>
<td>Project Planning &amp; Control</td>
<td>3</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CO14305</td>
<td>Strategic Cost Management</td>
<td>3</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CO14306</td>
<td>Seminars / Presentation</td>
<td></td>
<td></td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>CO14307</td>
<td>Project</td>
<td></td>
<td></td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>15</td>
<td>2</td>
<td>14</td>
<td>24</td>
</tr>
</tbody>
</table>

Total Credits 21 + 22 + 23 + 24 = 90

~ 5 ~
M.Com (Accounting & Taxation)

SEMESTER – I

Paper Code: CO11002  Higher Business Statistics  (2 - 1 - 0 3)

Objective:-

- This course will introduce students to different types of statistics & statistical methods. After the completion of the course the students will able to apply the appropriate statistic / or method to real world business problems.

<table>
<thead>
<tr>
<th>Unit 1</th>
<th>Probability: Definition, three approaches to define probability, Various theorems (Bye’s theorem and Mathematical expectations), Probability Distributions : Binomial, Poisson and Normal Distribution their Application &amp; Properties.</th>
</tr>
</thead>
</table>

Suggested Readings

- **Hooda, R.P.** Statistics for Business and Economics, Macmillan, New Delhi.
- **S.P. Gupta** ; Statistics, Sultan Chand & Sons.
- **Levin and Rubin:** Statistics for Management; Pearson Publications, New Delhi.

Paper Code: CO11301  Higher Financial Accounting  (2- 1 - 0 3)

Objectives:-

- To lay a foundation for the preparation & presentation of financial statement.
- To gain the ability to use Accounting standards for solving problem relating to companies & partnership firms.


~ 6 ~
AS 10: Accounting for Fixed Assets  
AS 13: Accounting for Investments  
AS 14: Accounting for Amalgamations.  
Financial Statements of Not-for-Profit Organizations

Unit 2  
Alteration of share capital, Conversion of fully paid shares into stock and stock into shares, Accounting for bonus issue. Simple problems on Accounting for business acquisition, Amalgamation and reconstruction  
(excluding problems of amalgamation on inter-company holding), Accounting for Special Transactions  
(a) Hire purchase and installment sale transactions  
(b) Investment accounts  
(c) Insurance claims for loss of stock and loss of profit.

Unit 3  
Issues in Partnership Accounts  
Final accounts of partnership firms – Admission, retirement and death of a partner  
including treatment of Goodwill.

Suggested Readings  
Dr. S.N. Maheshwari; Financial Accounting, Vikas Public House Pvt. Ltd, New Delhi.

Paper Code: CO11302     Management Accounting     (2 - 1 - 0 3)  
Objective:-  
- To apply various management accounting techniques to all types of organization for planning, decision making & control purposes in practical situation.

Unit 1  
Meaning, Scope and limitation of management accounting, distinction between financial accounting, management accounting and cost accounting; role of management accountant in decision-making; Cost analysis: understanding about cost behavior i.e., fixed, variable and semi-variable cost.

Unit 2  

Unit 3  
Business budget: Concept and use budget in planning and control, types of budget-fixed and flexible and cash budget, Master Budget, Production Budget, Rolling budget. Variance analysis using standard costing system.

Suggested Readings  
Arora M N, A textbook of Cost and Management Accounting, Vikas Publishing House Pvt Ltd, New Delhi  
Maheshwari, S.N., Principles of Management Accounting, Sultan Chand and Sons,
**Paper Code: CO11303   Legal Aspects of Company   (2 - 1 - 0 3)**

**Objective:-**
- To develop an understanding for the regulation of registered companies and to provide understanding of the various provisions, schedules and rules of the Indian company Law.
- To provide conceptual understanding of the principles of Co-operative law.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1</td>
<td>Meaning &amp; Nature of company, Classification of companies (Public, Private, Govt. companies and Deemed Public Company), Formation of Company, MOA , AOA, Prospectus. Management of Companies: Board of directors, Managing Director, whole time Director, appointment, Rights, Duties, Liabilities and remuneration.</td>
</tr>
<tr>
<td>Unit 2</td>
<td>Company Investigation, Prevention of Oppression and Mismanagement. Management and administration – general provisions – registered office and name, restrictions on commencement of business, registers of members and debentures holders, foreign registers of members or debenture holders, annual returns, general provisions regarding registers and returns, meetings and proceedings.</td>
</tr>
<tr>
<td>Unit 3</td>
<td>Company Secretary: Definition, appointment, Qualities, Positions and duties. The duties of a company secretary with reference to Allotment of Shares, forfeiture of Shares, Re-issue of shares, Transfer &amp; Transmission of shares, Payments of Dividend. Registration of charges Winding up : Kinds &amp; Legal Provisions.</td>
</tr>
</tbody>
</table>

**Suggested Readings**
- N.D. Kapoor: Elements of Mercantile Law, S. Chand & Sons, New Delhi.
- Dr. R.L. Nolakha; Business Law, Ramesh Book depot.

---

**Paper Code: CO11304   Organizational Management   (3 - 0 - 0 3)**

**Objective:-**
- The course aims to provide insights to understand behavioural processes at individual, team & organization level.
- To enable students to learn how to influence the human behaviour in organization.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1</td>
<td>Nature, meaning and significance of management; Managerial processes, functions, skills, and roles in organisation.</td>
</tr>
<tr>
<td>Unit 2</td>
<td>Overview of functions of planning, organising, staffing, directing and controlling.</td>
</tr>
</tbody>
</table>
### Unit 3

**Concept of Managerial Ethics, Social responsibility, and Value based Management.**

**Suggested Readings**
- **L M Prasad**, Principles and Practices of Management, Sultan Chand & Sons, New Delhi

### Paper Code: CO11305  Management Information System  (3 - 0 - 2 4)

**Objective:**
- To provide the students an understanding of Management Information System and use of information technology in business.
- To create awareness about system concepts.

<table>
<thead>
<tr>
<th>Unit 1</th>
<th>Introduction to Management information System: definition, components, types; informational needs; systems concept; application of information systems in business organisation; Internet connection option, ISPs, search and resource discovery.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 2</td>
<td>Introduction to information system technology: hardware and software resources, database management systems: Database definition, types of structures, DBMS software-creating, editing, modifying, searching and sorting databases, creating and printing formatted reports, designing custom screen displays, multiple data files – RDBMS. Creating view, index, sorting, join, union of different database tables executing queries., telecommunication and networking systems.</td>
</tr>
<tr>
<td>Unit 3</td>
<td>Building information systems: Life cycle and prototype approach; Decision support system and enterprise information system; information system security and control.</td>
</tr>
</tbody>
</table>

**Suggested Readings**
- **Jaiswal Mittal**, Management information System, Oxford, New Delhi
- **Jawahedkar**, Management information System, Tata McGraw, New Delhi
- **Goyal D.P.**, “Management Information System, Macmillan Indian Ltd. (2010)"

### Paper Code: CO11306  Seminars / Presentations  { 0 – 0 - 4 = 2 }

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The Seminars / Presentations are the part and parcel of Organizational Management &amp; Management Information System Subject.</td>
</tr>
</tbody>
</table>

---

**SEMESTER – II**

**Paper Code : CO12301  Advance Auditing  (2 - 1- 0 3)**

~9~
Objective:-
- To gain expert knowledge of current auditing practice & procedure and apply them in auditing engagements.
- To develop ability to solve cases relating to audit engagement.

| Unit 1 | Auditing Standards:- 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.
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. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 2</td>
<td>Risk Assessment and Internal Control:- Evaluation of internal control procedures; techniques including questionnaire, flowchart; internal audit and external audit, coordination between the two. 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.</td>
</tr>
<tr>
<td>Unit 3</td>
<td>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. Special features of audit of banks, insurance companies, co-operative societies and non-banking financial companies. Rights, duties, and liabilities of auditors; third party liability.</td>
</tr>
</tbody>
</table>

**Suggested Books**
- **Surbhi Bansal;** Advance Auditing & Professional Ethics for CA Final, Bestword Publication. (2011)

**Paper Code:** C012302 **Direct Taxes – I** (2- 1- 0 3)

Objective:-
- To gain advance knowledge of the provisions of direct tax Laws.
- To acquire the ability to apply the knowledge of the direct tax laws to various situations in actual practice.

| Unit 1 | Introduction & Definitions of Basic Terms (Assessment, Assessment year, Assesse, previous year, Resident & Non Resident, Non Resident Indian Residing outside India), |

~ 10 ~
<table>
<thead>
<tr>
<th>Unit 2</th>
<th>Computation of taxable income from House Property head, business or profession. Deemed Income, Exempted Income, Agricultural Income.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 3</td>
<td>Income from capital gain. Taxable income from other sources. Aggregation of clubbing of Income, Set off and Carry Forward of Losses.</td>
</tr>
</tbody>
</table>

**Suggested Books**
- Patel Choudhary; Income Tax, Choudhary Prakashan, Jaipur.

---

**Paper Code:** CO12303 **Financial Management** (2 - 1- 0 3)

**Objectives:-**
- To develop ability to analyse and interpret various tools of financial analysis & planning.
- To understand concepts relating to financial & investment decision.
- To gain knowledge of managing & financing of working capital.

|--------|----------------------------------------------------------------------------------------------------------------------------------|

**Suggested Readings**
- Saraswat, Bhatnagar; Financial Management, Ramesh Book Depot.
Objectives:-

- To familiarize the students with the various concepts and elements of cost.
- To exposes the students to the tools & techniques used in product & price decision for controlling the cost.

<table>
<thead>
<tr>
<th>Unit 1</th>
<th>Concept of cost, classification of cost, cost information for management decision (Cost Sheet), Meaning of Marginal Costing and difference between marginal costing &amp; Absorption</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 2</td>
<td>Product &amp; Product Decision: expansion / Contraction in capacity, dropping or Adding a product, Taking Decision to make or buy, Choosing Production Mix, analysis of the effect of alternative prices. Installation of Costing System, treatment of research &amp; development costs. Computer applications in Cost Determination.</td>
</tr>
</tbody>
</table>

Suggested Readings


Objectives:-

- The objective of this paper is to acquaint the students with various statistical tools and techniques used to business decision making.

<table>
<thead>
<tr>
<th>Unit 1</th>
<th>Quantitative Techniques - An Introduction, Classifications of quantitative techniques; applications of quantitative techniques to business and industry; limitations of quantitative techniques Linear programming- Graphical and simplex method, sensitivity analysis; assignment and transportation problems.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 2</td>
<td>Decision theory; game theory; replacement analysis; elementary queuing theory; simulation.</td>
</tr>
<tr>
<td>Unit 3</td>
<td>Networking techniques- PERT &amp; CPM, crashing; Simulation and Markov Analysis</td>
</tr>
</tbody>
</table>

Suggested Readings

The course is mainly analytical in nature and focuses on clarifying fundamental concepts from micro economics viewpoint.

The students are expected to study and analyse the dynamics of managerial decision making through this course.

|---|---|

Suggested Readings

- Ahuja H. L. Managerial Economics, S. Chand & Sons.
- Damodaran Suman; Managerial Economics, Oxford Publication.
- Anoop Atrey; An Introductory of Microeconomics & Macroeconomics, Genius Publishing India.
- Gupta, Managerial Economics, Tata Mc Graw Hill Education.

Paper Code: CO12307 Seminars / Presentations { 0 – 0 – 2 1 }

| | The Seminars / Presentations are the part and parcel of Managerial Economics Subject. |

FINAL YEAR

SEMESTER - III

Paper Code: CO13301 Direct Taxes – II (2 - 1- 0 3)

Objectives:-

- To gain knowledge of various deductions relating to computation of total taxable income of an individual, H.U.F. & Partnership Firms.

~ 13 ~
To gain working knowledge of various provisions of TDS calculation & wealth tax in India.

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 3</td>
<td>TDS – Overview, Meaning, Deductor, Deductee, TDS Certificate, types of TDS certificate, types of Payee. TAN (Tax Deduction A/c No.) – Meaning, Apply for TAN, Status of TAN, Rates of TDS in India. Types of Payment – Relevant provisions, Persons responsible for deduction of Tax. TDS Challen Form Filling, Procedure for E-payment, On line TDS Return filling, procedure for filling, Quarterly statements, correction statement, clarification regarding Form 24 Q, Revised Returns. Appeals and penalties.</td>
</tr>
</tbody>
</table>

**Suggested Books**

- Patel Choudhary; Income Tax, Choudhary Prakashan, Jaipur.
- Bhagwati Prasad; Law & Practice of Income Tax in India.

**Paper Code:** CO13302  
**Financial Reporting**  
(3 - 0- 0 3)

**Objectives:**

- To gain ability to analyse financial statements including consolidated financial statements of group companies and financial reports of various types of entities.
- To gain ability to apply valuation principles.
- To familiarise with recent developments in the area of financial reporting.

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 2</td>
<td>Accounting and Reporting of Financial Instruments:- Meaning, recognition,</td>
</tr>
</tbody>
</table>
derecognition and offset, compound financial instruments Measurement of financial instruments, Hedge accounting
Share based payments:- Meaning, Equity settled transactions, Transaction with employees and non – employees Determination of fair value of equity instruments Vesting conditions, Modification, cancellation and settlement.

**Unit 3**

Financial Reporting by Mutual funds, Non-banking finance companies, Merchant bankers, Stock and commodity market intermediaries. Valuation of :-
(a) Concept of Valuation
(b) Valuation of Tangible Fixed Assets
(c) Valuation of Intangibles including Brand Valuation and Valuation of Goodwill
(d) Valuation of Liabilities
(e) Valuation of Shares
(f) Valuation of Business

Developments in Financial Reporting
(a) Value Added Statement
(b) Economic Value Added, Market Value Added, Shareholders’ Value Added
(c) Human Resource Reporting
(d) Inflation Accounting.

**Suggested Readings**


---

**Paper Code: CO13303**

**Indirect Taxes – I**

(2 -1- 0 3)

**Objectives:-**

- To gain expert knowledge of the principles of the laws relating to service tax & VAT.
- To acquire the ability to apply the knowledge of the provisions of the above mentioned laws to various situations in actual practice.

| **Unit 1** | Service tax – Meaning, Importance, general principles, Service tax in India, Law relating to service tax, charge of service tax Sec. 66, Exemptions, Registration Sec 69:- Time limit, centralized registration, issue of registration certificate. |
| **Unit 2** | Valuation of various taxable services for charging service tax Sec 67, Payment of service tax, treatment of Advances & Deposits, Furnishing of Returns of Service tax Sec 70 & Sec 71, E-filing of Return. |
| **Unit 3** | VAT – Meaning, Importance in India, Evolution in India, Difference Between VAT & CST, Coverage of Goods under VAT, Classification of Commodities, VAT Rates, VAT Rules, Origin Principle & Destination Principle, Variants of VAT, Methods of VAT calculation:- Addition method, Invoice Method & subtraction Method), |
Gupta Atul Kumar; An Introduction to Service Tax, Bharat Law House Pvt. Ltd.  

**Paper Code:** CO13304  **Computerized Financial Accounting**  **(3-0-2-4)**  
**Objectives:**
- To familiarize students with the fundamentals of computerised system of accounting (Tally).
- To gain working knowledge of procedure of accounting statements, Tax accounts, Inventory Management etc.

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 2</td>
<td>Inventory Management: Need and Importance of Inventory Management, Vouchers for Inventory transactions, maintaining store ledger, Display and reporting of Inventory statements. Accounting with Inventory: Need and importance of updating inventory with accounting entries, Vouchers for combined entries, creation of stock and ledger items, precautions of inventory reports in different styles.</td>
</tr>
</tbody>
</table>
| Unit 3 | Data Maintenance: security, Export of Tally Data, Import of Tally Data, Tally XML, Internet connectivity.  

**Suggested Readings**  
Dinesh Maidasani, Mastering Tally ERP 9, Laxmi Publications.

**Paper Code:** CO13305  **Corporate Tax Planning**  **(3-0-0-3)**  
**Objective:**
- The main objective of this course is to make the students conversant with the concept corporate tax planning & familiarize them with Indian tax laws and their implications corporate management.
Unit 1


Unit 2

Tax Planning & managerial Decision: Tax planning in respect of own or lease, sale of assets used for scientific research, make or buy decision, Repair, Replace, renewal or renovations and shutdown or continue decisions. Tax deduction and collection at source.

Unit 3

Tax provision related to free trade zones, infrastructure sector and backward areas, Tax incentives for exporters. Tax planning with reference to amalgamation of companies.

Suggested Readings

Singhania V.K. Direct Taxes Law & Practice, Taxmann Publication, Delhi.

Paper Code: CO13306 Summer Industrial Training (0-0-8 4)

Objective:

The objective of the summer training programme is to impart training to the students in business units. During the period of training a student undergoes training in acquiring skills for managing business in the light of the theoretical concepts, tools, techniques which they acquire in the classroom teaching.

In the end of Second semester the students has to go for industrial training for a period of 8 weeks, in Government/ Private Industries & Offices. The students have to go for training on the subject of their related course. The student shall maintain a logbook on daily basis At the end of the industrial training the student shall submit a training report along with the logbook maintained on daily basis during the period of training and the performance appraisal from Industry / Office. The training report is to be prepared by the student in two typed copies and one copy to be submitted to the HOD within the stipulated time for assessment. The report will be assessed by the internal examiner and only on the basis of a certificate of the examiner concerned that the training has been satisfactorily completed would the student be allowed to appear for the viva-voce of the third semester. The training report will be assessed by a panel of examiners comprising of one / two external examiners and one internal examiner.

Communication Skills (Technical Writing)

G13004 Credit(s): 3-0-0-3

Unit- 1
Communication: Language and communication, differences between speech and writing, distinct features of speech, distinct features of writing.

Unit- 2

Writing Skills: Selection of topic, thesis statement, developing the thesis; introductory, developmental, transitional and concluding paragraphs, linguistic unity, coherence and cohesion, descriptive, narrative, expository and argumentative writing.

Unit- 3

Technical Writing: Scientific and technical subjects; formal and informal writings; formal writings/reports, handbooks, manuals, letters, memorandum, notices, agenda, minutes; common errors to be avoided.

Suggested Books

2. L. Hamp-Lyons and B. Heasely: Study Writing; A course in written English. For academic and professional purposes, Cambridge Univ. Press.

Additional Reference Books


SEMESTER – IV

Paper Code: - CO14301  Strategic Financial Management  (3 -1- 0  4)

Objective:-

- To apply Financial Management theories and techniques for statistic decision making.

<p>| Unit 1 | Financial Policy and Corporate Strategy:- Strategic decision making framework, Interface of Financial Policy and strategic management, Balancing financial goals vis-à-vis sustainable growth. Indian Capital Market including role of various primary and secondary market |</p>
<table>
<thead>
<tr>
<th>Unit 1</th>
<th>The Central Excise Law, Goods, Excisable goods, Manufacture and manufacturer, Classification, Valuation, Related Person, Captive, Consumption, CAS 4, CENVAT. Basic procedures, Export, SSI, Job Work., Assessment, Demands, Refund, Exemptions; Powers of Officers., Adjudication, Appeals, Settlement Commission, Penalties.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 2</td>
<td>Central Excise Audit and Special Audit under 14A and 14AA of Central Excise Act, Impact of tax on GATT 94, WTO, Anti Dumping processing; Tariff Commission and other Tariff authorities</td>
</tr>
</tbody>
</table>
Paper Code: CO14303  Management & Operational Audit  (3 -0- 0 3)

Objectives:-

- To gain expert knowledge of current auditing practice and procedures and apply them in auditing engagements.
- To develop ability to solve cases relating to management audit, cost audit & operational audit.

<table>
<thead>
<tr>
<th>Unit 1</th>
<th>Concept of management audit, nature &amp; Purpose, management audit Programme, specific areas audit involving internal control, purchasing operations, manufacturing operations, selling &amp; distribution of policies, personal policies, Appraisal of management decisions. Special Audit, problems of banks, performance / efficiency audit of companies.</th>
</tr>
</thead>
</table>
| Unit 2 | Basics of internal audit and operational audit :- Concept of internal and operational audit, Internal Audit - techniques and procedures, Internal Audit Report., Operational audit – techniques and procedures, Operational audit report, Special reports for banks, shareholders, employees etc., evaluation of internal control system, budgetary control system, inventory control system, management information system.  
Various types of audit and their process:- Productivity audit, Inventory audit, VAT Audit. Special audit under excise , service tax and customs records by cost accountant, Quality of good certificate/report. Bank Audit and Concurrent Audit, Systems Audit. |
| Unit 3 | Cost Audit: Nature , Objectives & Scope, cost audit leading to other services, Cost Audit and Financial Audit.  
Cost Auditor: Qualification, Appointments & engagement, Rights, Duties and responsibilities – Professional and legal – under companies Act 1956, relationship between statutory financial auditor, cost auditor and internal auditor. The Cost Audit Reports: contents of reports as per cost Audit records Rules u/s 233 (b) of companies Act 1956, review of cost audit reports by Government. |

Suggested Readings

Tikhe J.G.; Cost Audit & Management Audit, Banglore.  
Cona W.L.; Management Audit, Prentic Hall.  
Rose T.G.; Management Audit, Gel & Co. London |
### Unit 1
Project: Meaning, definition, Characteristics, project identification: Project ideas, Screening of ideas, Environmental Scanning and opportunity analysis, project life cycle, causes of project failure, project feasibility analysis: market technical and Financial analysis.
Different sources of finance, Project financing – intermediate and long term financing, Negotiating term loans with banks and financial institutions and appraisal thereof, Introduction to lease financing, Venture capital finance.
Project Location & Layout: Project Location and site location, Project layout methods.

### Unit 2
Project organization Structure, setting up of organization structure, project manager: qualifications, selections and training; Role & Responsibility of a project manager. Marginal costing Technique for project design, role of development Financial Institutions.

### Unit 3
Project Control: - Time control- scheduling and control by network techniques like PERT and CPM, Cost Control- Budgetary controls and Quality Control, Project Financing: Meaning, scopes Merits & demerits. Line of Balance (LOB). Detail project report preparation by students on any business

### Suggested Readings
Chandra Prasanna, Project Management, Tata McGraw Hill, New Delhi
Maylor, Harvey (2004), Project Management, 3/e, Pearson Education, New Delhi

---

**Paper Code: CO14305 Strategic Cost Management (3-0-0-3)**

**Objectives:**
- The course provides extensive coverage of new strategic management tools used in the decision making.
- To impart the knowledge of controlling cost of business in the present competitive markets.

### Unit 1
Importance of analyzing cost, managing cost, cost management: areas of cost management, cost management and cost accounting, tools and techniques of cost management, role of cost accounting in strategic planning and management control. Strategic cost management issues in different elements of cost; material, labour.

### Unit 2
Cost management issues in overheads, Activity Based costing: Inadequacies of traditional methods of overhead absorption, ABC Kaplan and Co-operates approach to ABC cost drivers and cost pools, allocation of overheads under ABC, Characteristics of ABC, benefits from adaptation of ABC System. JIT - features, methodology in implementation of JIT, Benefits of JIT.

### Unit 3
<table>
<thead>
<tr>
<th>Paper Code: CO14306</th>
<th>Seminars / Presentations</th>
<th>0 – 0 - 4 = 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The Seminars / Presentations are the part and parcel of Project Planning &amp; Control, Management Audit Subjects.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Paper Code: CO14307</th>
<th>Project Study</th>
<th>0 -0- 10 = 5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objective:</strong>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The objective of the project study is to help the student develop ability to apply multi-disciplinary concepts, tools and techniques to solve organizational problems.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| | Student have to select a topic for research project from the elective course under the guidance of an internal Teacher and submit the same to the HOD. The project report is to be prepared by the student in two typed copies and to be submitted to the HOD within the stipulated time for assessment. The report will be assessed by the internal examiner and only on the basis of a certificate of the examiner concerned that the project report has been satisfactorily completed that would the student be allowed to appear for the viva-voce of the sixth semester. The evaluation and viva voce will be after the completion of the project work and submission of the project report. The final evaluation and viva voce will be conducted by a panel of examiners including the internal guide. | |