

BACHELORS WITH ACCOUNTING & TAXATION (COMMERCE) AS MAJOR (CT-III)

6th SEMESTER

AAT622J3 ACCOUNTING & TAXATION (COMMERCE) _ ADVANCED AUDITING

CREDITS: THEORY - 4; TUTORIAL - 2

COURSE DESCRIPTION:

This course is designed to provide the understanding, knowledge and perspective of Auditing practices to students. The course covers Audit Report and Audit Certificate, Audit of Banks and Insurance Companies, Audit of Government and Public Sector Undertakings and Cost Audit, Management Audit and Tax Audit.

COURSE OBJECTIVES

1. *To understand the Audit Report and Audit Certificate.*
2. *To acquire the ability of analyzing Audit of Banks and Insurance Companies, Audit of Government and Public Sector Undertakings and Cost Audit, Management Audit and Tax Audit.*

COURSE OUTCOME:

After going through this course, the students are expected to have a clear understanding, knowledge of the Auditing Practices in the Organization.

UNIT – I: AUDIT REPORT AND AUDIT CERTIFICATE

Audit Report: Meaning and Value of Audit Report. Essentials of Good Audit Report, Signing of the Audit Report, Forms of Audit Report. Audit Certificate: Meaning and its types. Difference between Audit Report and Audit Certificate. Concept of Qualified Audit Report. Investigation: Meaning, objectives and Features, Terms of reference, Working Method. Investigation Vs Audit.

UNIT – II: AUDIT OF BANKS AND INSURANCE COMPANIES

Audit of Banks: Legislation relevant to audit of Banks, Approach to bank audit, Statutory Audit and Concurrent Audit. Audit of Insurance Companies: Audit of companies carrying on Life Insurance Business, Audit of companies carrying on General Insurance Business. Submission of Reports and Returns.

UNIT III: AUDIT OF GOVERNMENT AND PUBLIC SECTOR UNDERTAKINGS

Audit of Government and Public Sector Undertakings: Institutional framework of government audit, Nature and objectives of government audit. Audit of Public Sector Undertakings, Distinction between Audit of Public Sector undertakings and Audit of Private sector Undertakings, Distinction between Government Audit and Commercial Audit, Audit by Comptroller and Auditor General of India: Main Features.

UNIT – IV: COST AUDIT, MANAGEMENT AUDIT AND TAX AUDIT

Cost Audit: Concept and importance of Cost Audit, Cost accounting records, provisions regarding cost audit under Indian Companies Act, 2013. Special features of cost audit and cost audit programme. Management Audit: Meaning and Need, conducting management audit, questionnaire on review of process of management, review of functional areas. Tax Audit: Concept, Nature, Purpose and Scope. Types of Tax Audit

TUTORIALS

Apart from the individual attention being given to the students, Tutorials shall include the following:

- A. Case Studies individually or in groups*
- B. Group Discussions on subject specific current issues/developments*
- C. Assignments*
- D. Project Work & Viva-Voice*
- E. Field Visits & Reports*
- F. Practicals, wherever applicable*

SUGGESTED READINGS

1. Kamal Gupta: Auditing, Tata McGraw Hill.
2. Rao G.C. Cost and Management Audit, Commercial Law Publishers.
3. Sharma, T.R. --- Auditing, Sahitya Bhavan Publications.
4. Basu, S.K. --- Auditing: Principles & Techniques, Pearson Education.
5. B.N. Tandon, et al---- Handbook of practical Auditing, S. Chand, New Delhi.
6. Renuka Bakshi, et al --- Auditing: Concepts and Applications, Bhat Publications.

Note: Latest Edition of the Readings may be used.

BACHELORS WITH ACCOUNTING & TAXATION (COMMERCE) AS MAJOR (CT-II)

6th SEMESTER

AAT622J2 ACCOUNTING & TAXATION (COMMERCE) _ COST ACCOUNTING-I

CREDITS: THEORY - 4; TUTORIAL - 2

COURSE DESCRIPTION:

This course is designed to provide the understanding, knowledge and perspective of basic Cost Accounting to students. The course aims at studying various components of cost such as Material, Labour and Overheads for the computation of cost of a product or service.

COURSE OBJECTIVES

1. To enable the learners to have full understanding of Basic Cost Accounting techniques to collect and analyze the cost of Material, Labour and Overheads.
2. To make the learner as how the Material, Labour and Overheads are estimated and controlled.

COURSE OUTCOME:

After going through this course, the students are expected to have a clear understanding and knowledge of the Fundamentals of Cost Accounting with regard to Material, Labour and Overheads.

UNIT-I: BASICS OF COST ACCOUNTING:

Meaning, objectives and advantages of cost accounting, Role of a cost accountant in an organization. Cost Accounting Vs Financial accounting. Cost concepts and classifications. Basic understanding of Cost Unit & Cost Centre. Various methods and techniques of costing.

UNIT-II: MATERIAL CONTROL:

Meaning, Objectives and Essentials of Material Control, Purchase Control, Store Keeping and Inventory Control, Methods of Pricing of Materials- LIFO, FIFO, Simple Average Method, Weighted Average Method and treatment of Material Loss. Control of Material Costs. Accounting for Materials.

UNIT-III: LABOUR CONTROL:

Meaning and importance of Labour cost, Types of Labour, Concept of Labour Turnover, Causes of Labour Turnover, Methods and measurement of Labour Turnover: Separation Method, Replacement Method and Flux Method, Concept of Idle Time, Causes and accounting treatment of Idle Time, Concept of Overtime and its disadvantages. Methods of Wage Payment, Accounting for Wages. Labour Cost Control. Accounting for Labour.

UNIT-IV: OVERHEADS:

Meaning and Importance of Overheads, Allocation of Overheads and Apportionment of Overheads, Distinction between Allocation and apportionment, Absorption of Overheads- Overhead Rate and its types, Under and over absorption of overheads. Cost Accounting books and various types of Ledgers, Accounting for Overheads.

TUTORIALS

Apart from the individual attention being given to the students, Tutorials shall include the following:

- A. Case Studies individually or in groups
- B. Group Discussions on subject specific current issues/developments
- C. Assignments
- D. Project Work & Viva-Voice
- E. Field Visits & Reports
- F. Practicals wherever applicable

SUGGESTED READINGS

1. Cost Accounting: Theory & Practice, Babatosh Banerjee, Prentice Hall of India
2. Cost Accounting -Nigam and Sharma, Himalya Publishing House.
3. Cost Accounting (Methods & Problems), B. K. Bhar, Academic Publisher, Calcutta.
4. Advanced Cost & Management Accounting, Ravi M. Kishore (CMA), Taxman Publications.
5. Advanced Cost and Management Accounting, Sexena & Vishist, Sultan Chand.

Note: Latest Edition of the Readings may be used.

BACHELORS WITH MANAGEMENT (COMMERCE) AS MINOR (CT – I)

6th SEMESTER

MGT622N MANAGEMENT _ FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT

CREDITS: THEORY: 03; TUTORIAL: 01

COURSE DESCRIPTION:

HR is a speciality aimed to generate HR specialists who can manage an organization's personnel. Every company has its values, beliefs, conventions, working language, processes, and methodologies. The HR Department of any company or organization is in charge of cultivating the company's culture among workers and acquiring and keeping the finest employees. HR experts are one of the most important contributors to a company's development and survival. The course content assists students in learning more about human resources and their relevance, as well as how they function. This curriculum covers a broad range of topics for the student to understand the material and achieve a high score to advance in their career. The major goal of Human Resource Management is to familiarize students with HRM fundamentals. The topics covered in this course include a wide range of HR subjects and functions.

COURSE OBJECTIVE

The objective of this course is to help the students to develop an understanding of the concept and functions of human resource management. The course also aims to explore the recent practices and trends in human resource management.

COURSE OUTCOMES

The students are expected to develop an understanding of human resource management functions and practices. Moreover, enhance awareness of certain important practices like Training, Performance Appraisal, Career Planning, Compensation

UNIT I INTRODUCTION

Concept and Importance of Human Resource Management, Functions and Role of Human Resource Management; Globalization and its Impact on HR trends of Human Resource in India; Work life balance; Human Resource Information Systems.

UNIT II HUMAN RESOURCE PLANNING:

Need and process, HR Forecasting Techniques Skill inventories; Job analysis: Uses, methods, Job description & Job specifications; Recruitment: Factors affecting recruitment, internal & external sources; Selection process; Orientation: Concept and process.

UNIT III TRAINING & DEVELOPMENT

Training: Concept, Training Process, Methods of training; Management development: Concept & Methods; Performance Management System: Concept, uses of performance appraisal, performance management methods; Career planning: Importance and stages. Compensation: Components of pay, factors influencing compensation, steps in determining compensation, job evaluation; Incentives: Importance and types; Benefits: Need, types of benefits.

TUTORIALS

Apart from the individual attention being given to the students, Tutorials shall include the following:

- G. Case Studies individually or in groups*
- H. Group Discussions on subject specific current issues/developments*
- I. Assignments*
- J. Project Work & Viva-Voice*
- K. Field Visits & Reports*
- L. Practicals wherever applicable*

SUGGESTED READINGS:

- 5. Dessler Gary, Warkkey Biju- Human Resource Management, Pearson Publication.
- 6. Decenzo and Robbins- Fundamentals of Human Resource Management, John Wiley and sons.
- 7. Aswathapa K. Human Resource and Personal Management: Text and Cases. Tata McGraw-Hill Publishing Company Limited. New Delhi.
- 8. Rao V.S.P. Human Resource Management, Pearson Publication.

Note: Latest edition of the readings may be used.

BACHELORS WITH ACCOUNTING & TAXATION (COMMERCE) AS MAJOR (CT-I)

6th SEMESTER

AAT622J1 ACCOUNTING & TAXATION (COMMERCE) _ CORPORATE ACCOUNTING - II

CREDITS: THEORY - 3; TUTORIAL - 1

COURSE DESCRIPTION:

This course is framed to make students aware about different accounting aspects of corporate Organizations. The course will cover topics like- Accounting for Amalgamation and Internal Reconstruction, Accounting for Holding Companies and Double Accounts system, besides the Liquidation of companies.

COURSE OBJECTIVES

1. *To acquire adequate knowledge of practical aspects of the Advanced Corporate Accounts*
2. *To make students understand as to how Insolvency and Liquidation process is carried out.*
3. *To make students understand the accounting procedure for Amalgamation and Internal Reconstruction.*
4. *To make students understand the preparation of accounts of Holding companies and Double Accounts system.*

COURSE OUTCOME:

After going through this course, the students are expected to have a clear understanding, knowledge of the Advanced Corporate Accounting concepts and practices.

UNIT-I: ACCOUNTING FOR AMALGAMATION AND INTERNAL RECONSTRUCTION:

Meaning of Amalgamation, Absorption & Reconstruction, Purchase consideration and accounting treatment of Amalgamation, Absorption and External Reconstruction, Calculation of Purchase Consideration, Amalgamation in the nature of purchase (with Adjustments), Amalgamation in the nature of Merger (with Adjustments), Internal Reconstruction.

UNIT-II: HOLDING COMPANY ACCOUNTS:

Definition of Holding Company, Holding Companies (including intercompany holdings with one subsidiary company), Consolidation of Balance Sheet, Treatment of Mutual Owings, Contingent Liabilities, Unrealized Profit, Revaluation of Assets and Minority Interest.

DOUBLE ACCOUNT SYSTEM:

Meaning, objectives and features of Double Account System, Difference between Government Accounts system and Commercial Accounts System, Types of Government Accounting: Consolidated Funds, Contingent Funds and Public Funds, Preparation of Financial Statements of Government Organizations.

UNIT-III: LIQUIDATION OF COMPANIES

Liquidation, Modes of winding up or liquidation of a company, Procedure for Liquidation, Contributory Preferential Payments – Statements of Affairs – Liquidator's, Remuneration – Preparation of Liquidator's Final Statement of Account.

TUTORIALS

Apart from the individual attention being given to the students, Tutorials shall include the following:

- A. Case Studies individually or in groups*
- B. Group Discussions on subject specific current issues/developments*
- C. Assignments*
- D. Project Work & Viva-Voice*
- E. Field Visits & Reports*
- F. Practicals wherever applicable*

SUGGESTED READINGS

1. J.R. Monga, Basic Corporate Accounting, Mayur Paperbacks (c/o K.L. Malik and Sons Pvt. Ltd, 23 – Darya Ganj, New Delhi.
2. M.C., Shukla, T.S. Grewal and S.C. Gupta, Corporate Accounting, S. Chand and Co., New Delhi.
3. Advanced Accountancy Volume I & II- P.C. Tulsian, Pearson Education, New Delhi.
4. Mukherjee and Hanif, Corporate Accounting, Tata McGraw Hill, New Delhi.

Note: Latest Edition of the Readings may be used.