



Netaji Subhas Open University
Bachelor's Degree Programme (BDP) in Commerce (ECO)
SYLLABUS

Programme Objectives: The objective of the programme is to help the learners develop competency in the field of Commerce & business. The Programme consists of foundation course elective courses and Application oriented course. The Bachelor Degree in commerce is designed for the workforce of commerce and industry who wants work in a business organization or to develop his/her own business . The fresher and existing workforce can take the advantage of ODL system to increase their skills and competency in this particular field without disturbing their work schedule.

Expected Programme Outcome: After successful completion the students may increase their knowledge in the domain of commerce and management which intern increase their employability in the trade and commerce.

COURSE STRUCTURE

1. Compulsory Subjects : Foundation Course

(a) Humanities and Social Science (FHS)	8Credits
(b) Science and Technology (FST)	8Credits
(c) Bengali (FBG)	4Credits
(d) English (FEG)	<u>4Credits</u> 24 Credits

2. Elective Subjects : Honours Course (ECO)

Paper-1 : Accountancy & Mathematics	(4+4) 8 Credits
Paper-2 : Business Economics	8 Credits
Paper-3 : Statistics & Business Organisation	(4+4) 8 Credits
Paper-4 : Higher Accountancy	8 Credits
Paper-5 : Cost Accountancy & Element of Income Tax	(4+4) 8 Credits
Paper-6 : B. Management & World Resources	(4+4) 8 Credits
Paper-7 : Commercial and Labour Laws	8 Credits
Paper-8 : Auditing & Management Accountancy	(4+4) <u>8 Credits</u> 64 Credits

3. Application Oriented Course (Any one)

(a) Basic Accounting (AOC-01)	
(b) Food Processing (AOC-02)	8 Credits
(c) Household Chemistry (AOC-03)	

4.Environmental Studies

4 Credits

5.Subsidiary Papers (Business Studies)

SBS 1: Entrepreneurship and Business Communication	8 Credits
SBS 2: Tax Practice & Procedure	8 Credits
SBS 3: Business Ethics & Computer Applications	(4+4) <u>8 Credits</u> 24 Credits

Total Credits for the Course = (24+64+8+4+24) = 124 Credits or **1550 Marks**.

Evaluation System : Internal assessment: 30%; Term-end Examinations : 70%

Examination System :

1st Semester : FBG, FEG, ECO-1; 2nd Semester : FHS, ECO- 2 & Env. Studies
3rd Semester : FST, ECO-3; 4th Semester : ECO-4, 5 & SBS-1
5th Semester : ECO-6, 7 & SBS-2; 6th Semester : ECO-8, AOC, SBS-3

DETAILED SYLLABUS

Paper–1 : Accountancy & Business Mathematics

A. Accountancy

1. Introduction :

Nature of Accounting, Accounting as an information system and language of business, Basic Concepts and Conventions.

2. Double Entry System :

Maintenance of different books of accounts, Journal and its sub-division, Ledger and its sub-division, Journal Proper, Cash Book and Bank Reconciliation Statement.

3. Preparation of Final Accounts & Balance Sheet (other than corporate bodies) :

Preparation of Trial Balance, Closing and adjustment entries through Journal, Provision for depreciation (different methods), Provision for Bad and Doubtful Debts, Creation of Reserves-general, specific, revenue, capital & secret., Drawing of Manufacturing Account, Trading Account, Profit and Loss Account and Profit and Loss Appropriation Account, Preparation of Balance Sheet.

4. Rectification of errors and Suspense Account.
5. Accounting for Bills of Exchange including accommodation bill.
6. Accounting for Consignment and Joint Venture.
7. Income & Expenditure Accounts and Receipts & Payments Accounts.
8. Incomplete records & Single Entry System.
9. Partnership Accounts : Profit & Loss Appropriation Accounts, Admission, Retirement and death of a partner.
10. Company Accounts : Issue of shares, Forfeiture of shares and Re-issue of Forfeiture of shares.

B. Business Mathematics

(A) Algebra :

1. Ratios, Proportions and Variation, Laws of Indices, Surds
2. Arithmetical, Geometrical and Harmonical Progression, Elementary ideas of convergence and divergence of some simple series.
3. Equations : Simple statement of equations of different degrees-solution of simple simultaneous equations involving two and three unknowns, Solutions of quadratic equation–Theory of quadratic equation (proof not needed).

4. Permutations and Combinations–Binomial Theorem-Logarithms-Exponential and Logarithmic Series–Compound Interest-Annuities-Inequalities (elementary properties only).

(B) Elements of plane Coordinate Geometry :

1. Rectangular Cartesian Coordinates-Length of a line segment joining two points–Coordinates of a point dividing a line segment in a given ratio-Locus of a point-Gradient of a straight line.

2. Equations of straight line, Circle, Parabola, Hyperbola and Rectangular Hyperbola (standard form only)–Interpretation and Applications.

(C) Calculus :

1. Real number system–Constants, Variables and Functions.

2. Elementary ideas of limit and continuity through the use of geometry and simple algebraic functions-Gradient of a curve-simple illustrations.

3. Derivative and its meaning-Rules for differentiation of algebraic functions successive differentiation.

4. Maxima and Minima values–points of intersection.

5. Differentiation of Exponential and Logarithmic functions.

6. Intergration-Standard integrals-some elementary methods of intergration-Integration of Algebraic functions.

7. Areas by Integral Calculus-Definite Integrals-Integration as a process of summation–Areas.

8. Partial Differential of simple Algebraic functions-Homogeneous functions-Kuler’s Theorem.

9. Differentials.

References :

- Accountancy (Vol. 1)–S. K. Paul
- Principles and Application of Accountancy (Vol.1)–A. Basu.
- èð¼ìûÐit¬Ÿ_Ūªì÷ìöƆ
- Practice in Accountancy (Vol.1)–Basu & Das.
- v¼îîè\æìÇ vó _ ûÖû¼èúô ùèËç ß
- øèè¼ªÔÖìæ • ëiäôhâiè v¼æ _ ¼ªÔÖìç+U

Paper–2 : Business Economics

1. Economic problems faced by today's citizens. Alternative systems to solve them-market system, command economy and mixed economy. Problems of allocation and the price system.

2. Consumption : (Consumer Behaviour Theory–I) Marshall's Law of Diminishing Marginal Utility-Consumer's surplus-Law of substitution. Hicks Theory of Consumer Behaviour-concept of indifference curves-properties-equilibrium of the consumer. Price Consumption Curve and Income Consumption Curve, Engel Curve, Price effect, Income effect and Substitution effect.

Concept of elasticity of demand, price, income and cross elasticity of demand.

Law of supply and elasticity of supply.

Theory of Production :

One variable input-Law of variable proportion. Three stages of production. Two variable input-Isoquant curve, Properties of Isoquant curve, Equilibrium of the producer, Production function, Homogeneous production function including Cobb-Doglous, Returns to Scale.

Theory of Cost :

Cost Curves-Short & Long run cost curves.

3. Market (Commodity Pricing) : Perfect competition–short run and long run equilibrium under perfect competition, long run industry supply curve.

Monopoly, Monopolistic Competition–Derivation of short run and long run equilibrium. Oligopoly–Concept & features of the market.

4. Theory of Distribution (Factor Pricing) : (a) Wage determination under perfect and imperfect competition, Labour exploitation trade union.

(b) Interest (Loanable fund theory & Liquidity preference theory of interest).

(c) Theory of profit.

5. Elements of macroeconomics: Concepts and measurement of National Income, Problems of measurement of National Income. Consumption function-factors influencing agricultural consumption, simple Keynesian Equation-Income determination model, Paradox of thrift, Investment multiplier. Nature and function of money-prices and money supply-Quantity theory of money. Inflation–Causes of inflation, effect of inflation on production, distribution of income & foreign trade, control of inflation. Acceleration theory, trade cycle-phases of trade cycle-causes & remedies. Banking system and deposit creation, Nature and functions of modern banking system-creation of bank deposit-Central Banking-Money market-monetary policy.

6. Public Finance : Economic role of the Government-Expenditure regulations–Finance-Taxation. Fiscal Policy.

7. International Trade : Balance of payments-mechanism of Foreign exchange-Balance of trade & capital movement. International trade and theory of comparative

advantages. Economic of Tariff protection and free trade.

References :

- Samuelson P.A : Economics
- Ackley G : Macroeconomic Theory
- Gupta S.B. : Monetary Economics, Institutions, Theory & Practical
- ¼ëíÔÛ äúíóù ¥ ìíÓãèæò ÌÇÐæéèçë Ûèâòì—
- èâr èäíç-\ ôhâè ¥ ìíÓãèæò ÌÇÐæéèç ß øèèôGFæì

Paper-3 : Statistics & Business Organization

A. Statistics

1. Diagrammatic representation of statistical data : Tables, Graphs and Charts; Summarization of statistical data : Frequency distribution, Histogram, Ogive.

2. Characteristics of frequency distribution : Measures of Central Tendency, Measures of Dispersion, Measures of Skewness and Kurtosis.

3. Linear Correlation, Regression and Rank Correlation.

4. Index Numbers : Properties-different forms-methods of construction-limitations.

5. Elementary analysis of Time Series—Fitting of a trend and calculation Limitations.

6. Interpolation—Forward, Backward and Central (no proofs needed).

7. Set Theory : Sets and elements-finite and infinite sets-Subsets-Universal and Null, operation.

8. Probability Theory : Meaning—Theoretical approach to probability—Laws of probability—Simple probability—Total & Compound probability—Repeated Trials—Conditional probability.

9. Random Variables : Expectation & Variance-Binomial-Poisson and Normal Distribution—Interpretation and applications.

B. Business Organization

1. Business : Meaning, Essential elements of a business, Functions of business, Objectives of business activities.

2. Requirements for starting business : Office in India by a domestic company and foreign company-a general frame work.

3. Resource requirements of business : (i) Short-term and long-term capital sources. (ii) Regulatory environment : Reserve Bank of India, Securities and Exchange Board of India, (iii) Stock Exchange-guidelines, (iv) Credit Rating.

4. Business environment : Need for identifying environmental facilities and constraints, Features of business environment in India.

5. Business organization : Nature of business organizations-different forms,

functional areas of business organizations—Manufacturing, Marketing, Financing, Trading (domestic and foreign trade)—Foreign trade formalities.

6. Corporate forms of business :

(A) Private Sector : (i) Company—Different types—advantages & disadvantages—regulatory measures relating to formation—managerial personnel : Board of Directors—Managing Director, Manager—their functions. (ii) Cooperative form of business—Features—advantages & disadvantages.

(B) Public Sector : Features, objectives, advantages and disadvantages, Company form of public sector industrial enterprises : (i) Public sector enterprises producing and selling goods, (ii) Public sector enterprises rendering services. Growth of public sector industrial enterprises.

(C) Joint Sector : Features, Evolution, Areas of operation.

7. Business combinations : Definition, Features, Types and forms. Combination in India—Government policy.

8. Small business : Definition—Features—Role—Government policy.

9. Organised market : Nature—features—functions of (i) Capital market, (ii) Money market and (iii) Commodity market.

10. Government and Business : Relation between government and business—objectives and rationale of Government control—nature & types of Government control—Industrial policies and areas of private sectors, Government guidance and assistance to business

11. (i) Sick companies and their rehabilitation : Board of Industrial and Financial Reconstruction, Debt Recovery Tribunal, (ii) Merger and Acquisition : Types and procedure.

References :

- Business Statistics—N.G. Das
- Statistics—Goon, Gupta, Dasgupta
- Business organisation and Management—M.C. Shukla
- $\text{õ} \text{¥} \text{è} \text{÷} \text{+} \text{ë} \text{J} \text{æ} \text{û} \text{¼} \text{ã} \text{¥} \text{ô} \text{ì} \text{ë} \text{û} \text{ì} \text{ë} \text{¼} \text{¤} \text{ù} \text{Ò} \text{æ} \text{ß} \text{û} \text{Ö} \text{û} \text{ò} \text{ì} \text{ø} \text{æ} \text{ì}$

Paper—4 : Higher Accountancy

1. Partnership : Retirement—cum—admission, Dissolution and piecemeal distribution, Amalgamation of firms and Conversion into a limited company.

2. Company Accounts : Issue of Debenture, Redemption of Debenture & Preference Share, Issue of Bonus Shares, Final Accounts of joint stock companies.

3. Amalgamation, Absorption and Reconstruction of companies including reduction of capital.

4. Branch.

5. Valuation of goodwill and shares.

6. Holding companies (excluding chain, cross and multiple holding) Consolidated Balance Sheet.

7. Royalty Accounts.

8. Double Accounting system in relation to electricity company.

9. Hire purchase and instalment payment system.

10. Miscellaneous accounts : (a) Investment Accounts, (b) Packages Accounts, (c) Goods on sale or return and (d) Insurance claims for loss of stock.

11. Accounting Standards-Standards issued by the Institute of Chartered Accountants of India.

12. Social Accounting-An introduction.

References :

- Advanced Accountancy–S.N. Maheswari
- Advanced Accounts–M.C. Shukla & T.S. Grewal
- Advanced Accounts–R.N. Carter.

Paper–5 : Cost Accountancy & Elements of Income Tax

A. Cost Accountancy

1. Introduction : Cost concepts-objectives of cost accounting-relationship of cost accounting with financial accounting and management accounting-classification of costs-element wise, function wise and behaviour wise-preparation of cost sheet.

2. Materials : Purchase procedure, receiving and inspection of materials ascertainment of material costs-stores routine-stores records-receipts and issues of materials-methods of pricing material issues-elementary aspects of material control procedures.

3. Labour : Recruitment, time keeping, time booking-methods of remuneration-incentive schemes–labour costs, labour turnover.

4. Overhead : Meaning and classification, Production overhead, Administration overhead, Selling and distribution overhead, Primary and Secondary distribution, Recovery of overhead and treatment of over and under recovery of overheads.

5. Methods of costing : (a) Job costing, (b) Contract costing, (c) Process costing (excluding equivalent production).

B. Elements of Income Tax

1. Definition : Assessee, Persons, Assessment Year, Previous Year, Income, Gross Total Income, Capital Assets, Dividend, Agricultural Income.

2. Residential Status : Status of different assessees–other than corporate assessees–tax incidence.

3. Exemption from charge of Income tax.

4. Computation of income under various heads and determination of assessable

income.

5. Deduction from Gross Total Income–Section 80D, 80DD, 80G, 80GG, 80L.
6. Rebate and Relief-Section 80, 88B, 88C, 89(1).
7. Assessment of individuals and ascertainment of tax liabilities.

References :

- Cost Accounting – Basu & Das
- Cost Accounting – Jain & Narang
- Cost Accounting – N.K. Prosad
- Taxation – A.K. Singhania, Taxman.

Paper–6 : Business Management & World Resources

A. Business Management

1. Management : Basic concepts, Significance of management, Evolution of management thought, School of management thought-Classical and Modern (Scientific and Administrative Management School-Taylor and Fayol), Human Behavioral School (Elton Mayo), Human Relations School (McGregor, Simon), Quantitative Management School (Ackoff). Management theories–McGregor’s Theory, Schein’s Theory, Likert’s Theory.

2. Management Principles : Essential characteristics, Formulation of management principles to enhance management efficiency, Moral and ethical reasoning in management. Management Levels-Managerial hierarchy.

3. Decision making in management : Various types of decision making.

4. Coordination in management : Meaning of management coordination-technique of coordination.

5. Communication & Management : Role of communication in management, communication and motivation.

Functional areas of management :

6. Material or Logistic Management : Objectives, Inventory management, Material Requirement Planning (MRP).

7. Production Management : Objectives, Production planning and control. Basic focus-Cost minimization–Optimum plant location (‘Least-Cost Location’), Increase in labour productivity etc.

8. Marketing Management : Nature, Scope and Importance of marketing management. Modern concepts of marketing. Difference between marketing and selling. Functions of marketing manager-Four “P”s. Sales promotion : Advertising media, Market research, Customers preference study, New product planning.

9. Financial Management : Objective and importance. Capital structure and estimation of long term, medium term and short term capital requirement of the organization.

Determining the amount of working capital. Methods of raising finance-Judicious

selection of methods.

10. Personnel Management : Objective and importance. Functions of personnel manager—Man power planning, man-job relationship, motivating work team. Performance appraisal : Merit rating—evaluating quantitative performance of workers—‘Time and Motion’ study (Taylor), Industrial Relation—importance.

11. The Indian concept of business management : A new approach to management thought. Indian philosophy of Spiritualism—a brief overview.

B. World Resources

1. Resource : Meaning and nature—Functional Theory of resource. Resistance and neutral stuff. Fund and flow resources. Resource creating factors—characteristic features, Resources consciousness. Recent trend in resource development.

2. Man as resource : (a) Quantitative aspects of population : Present size of world population. Areas of population concentration—growth of world population. Population projection.

(b) Demographic gap : Meaning and significance—Demographic contrast in some selected countries. Percentage annual increase in population and food grains in developed countries (UK & Japan) and under developed/developing countries (India & Bangladesh)—implications. Population and hunger—The African episode—population structure. Population Pyramid of the USA and India—distinguishing features.

(c) Population problem : Need for population stabilization ‘Boserup Hypothesis’. countries achieving stable population.

3. Culture as resource : Meaning and function of culture. Dual functions of culture. Culture and agriculture.

4. Land as resource : (a) Land—a major manifestation of nature. Meaning of 2-D and 3-D land. Land use pattern (crop land and land under forest) in selected countries of the world. Land and agriculture : Cultivability of land—physical factors limiting cultivability—four physical frontiers of cultivability—example of a major food crop.

(b) World’s major farming types : (i) Subsistence agriculture (primitive farming)—location : Three broad regions (Central Asia, South-East Asia and the Amazon Basin)—Characteristic features—cropping pattern—feature. (ii) Intensive subsistence agriculture : Location (India and China), cropping technique and cropping pattern, future. (iii) Dairy and Mixed farming : Meaning, regions, characteristic features, cropping patterns & importance. (iv) Commercial grain Farming : Characteristic features, confirming to Von Thunen agricultural land-use model—meaning—crop pattern—importance.

(c) World production : (i) Food crops—Wheat and rice—areas of production. (ii) Other crops—sugarcane, plantation crops (Tea, Coffee), Cotton and jute—only major areas of connection to be studied (including India).

(d) Food prospects : Per capita availability of food grains in major countries of the world. Adequacy of food crops in meeting existing and foreseeable population.

(e) Land & Forestry : Total forest cover of the world. Productive and unproductive forest. Forest land per capita in selected countries. Evergreen hard wood and ever green soft wood coniferous forests : major areas, importance and utilization. Maintenance of forest productivity, Agro forestry, Social forestry.

(f) Land and Animal-rearing : Major areas of cattle rearing and dairying and sheep rearing of world.

(g) Land and mining : Importance of mining, (i) Principal ‘Alloy metals’ and ‘Base metals’ (Iron-ore, copper, bauxite)-importance, major producing countries and areas of concentration. (ii) Fossil fuel minerals-coal and petroleum-major producing countries and areas of concentration. Reserve-major importing and exporting countries-conservation depletion of petroleum–end of petroleum era.

5. Marine resources : Sea as source of tidal energy, minerals and chemicals, Biological organism-Plankton : future food for man and source of fertilizer. Sea : Climate, Employment, Commerce, Health.

6. Energy resources : (a) Conventional (Coal, Oil, Natural Gas, Water Power)–limitations : exhaustibility, environmental hazards etc. (b) Non-conventional : (i) Solar energy-ways of harnessing-magnitudes-limitations, (ii) Wind energy-possibilities-magnitudes, (iii) Tidal energy-possibilities, (iv) Nuclear energy–possibilities and limitations (in reference to India). **7. Industrial resources :** (a) Location of manufacturing-Theories governing industrial location-(i) Alfred Weber’s Least-cost Theory, (ii) August Losh’s Market area or Profit maximization Theory.

(b) Selected branches of manufacturing : (i) Iron and Steel Industries (using weight losing raw materials)-location consideration-recent changes in the locational pattern-factors contributing to such changes. Major iron and steel producers of the world (India). (ii) Cotton Textile Industry (using ‘pure’ raw materials)–locational consideration-major textile producers of the world.

8. Resource depletion and resource crisis : A reference to Meadow, D.L. and others ‘Limit to Growth’, predicting the collapse of the world system owing to over-population resource depletion-validity of the model.

9. Resource conservation : Meaning, implications and need for conservation.

References :

- Business Management : Satpati & Bhadra
- Business Management : L.M. Prasad
- Resources : Sudhangshu Sekhar Bhattacharya
- Resources : A. Mitra

Paper–7 : Commercial and Labour Laws

A. Commercial Laws

1. Introduction : Law : Definition-need for Laws-Rule of Laws-Society, State and branches of Law.

2. Indian Contract Act, 1872 : Essentials of valid contract : Classification of contract; Offer and acceptance, Consideration; Capacity of the parties to contract; Free consent, Coercion, Undue influence, Mistake, Misrepresentation and fraud; Legality of Object and Consideration, Void, Voidable, Un-enforceable and illegal Agreements; Contingent and Quasi-contract; Performance of Contract : Breach of Contract-remedies and damages. Termination of Contract. Indemnity and Guarantee : Bailment and Pledge. Agency-nature, kind, relation between principal, agent and Third parties. Termination of agency.

3. Sale of Goods Act, 1930 : Nature of contract of sale; Classification of goods; Condition and warranties; Passing of property; Rights of Unpaid Seller; Remedies for Breach of Contract of Sale of Goods; sale by Auction.

4. The Consumer Protection Act, 1986 : Definition, objects, composition and jurisdiction of District Forum-mode of complaints-procedures on complaints.

5. Indian Partnership Act, 1932 : Meaning and kinds of partnership; Formalities for Registration; Rights and Duties of partners; Relation of partners with one another and with third parties; Dissolution of partnership (only causes and effects).

6. Companies Act, 1956 : Kinds of Companies; Important documents – Memorandum of Association, Articles of Association, Prospectus (only definition), Borrowing powers of company-Issue of shares, debentures loan from financial institution; Different types of Company Meetings-Notice and Resolutions; Winding up a company.

7. Foreign Exchange Management Act, 1999 : Background of FEMA, Functions of RBI under FEMA; Definition-Persons, Permitted Currency/Hard Currency, Euro, Foreign Exchange, Rupee Trade, Repatriation to India, Export, Import, Security, Transfer, Authorized Dealers; Various Accounts in India under FEMA, General Restrictions in dealing in Foreign Exchange and Security; Current Accounts–Transfer, restrictions & prohibition; FDI; Investment Scheme for FII; global Depository Receipt; Enforcement of FEMA; penalties; Appeal provisions.

8. Negotiable Instruments Act, 1881 : Definition and features of different types of negotiable instruments; Parties and their Capacities with respect to a cheques, alteration; effect; Banker and Customers; Hundies.

B. Labour Laws

1. Factories Act, 1948 : Definitions–Health, Safety, Welfare measures for employees; Employment.

Women and Minors.

2. Industrial Disputes Act, 1947 : Definitions–Different Authorities–Powers & Duties; Retrenchment provisions and penalties.

3. Trade Union Act, 1926 : Meaning and Registration of Trade Union; Privileges of registered union; Dissolution.

4. Payment of Wages Act, 1936 : Scope, Definition, Rules regarding wage payment; Deduction from wages; Enforcement of the Act.

5. Payment of Minimum Wages Act, 1948 : Area & Scope; Definitions; Fixation & Revision of minimum wages; Enforcement of the Act.

References :

- Law – Sen & Mitra
- Law – V.K. Kapoor

Paper–8 : Auditing & Management Accountancy

A. Auditing

1. Introduction : Origin and evolution, Definition, Nature, Scope and functions, Objectives including social objectives, Importance and Limitations, Difference between accounting and auditing, classification of errors, Auditing Standards, Different Conventions/Doctrines/Concepts/Principle. Working Papers, Surprise Checks, Test checking, Audit Note Book, Audit Programme, Audit-in-depth, Audit File.

2. Types of Audit : Non-statutory Audit-Audit of sole-proprietorship business, partnership business, individuals. Statutory Audit-Audit of joint stock company, Trust, Corporate bodies under special statutes, Cost Audit, Special Audit, Social Audit, Management Audit, Continuous Audit, Periodical Audit, Performance Audit, Propriety Audit, Standard Audit, System Audit, Tax Audit, Human Resource Audit, Energy Audit, Internal Audit, Internal Check.

3. Vouching : Meaning, objectives features and importance-General principles of vouching–vouching of different items of transaction–liabilities of auditor arising out of vouching.

4. Verification & Valuation : Meaning, importance-Verification and valuation of different assets and liabilities and auditors' role-contingent liabilities and contingent assets.

5. Investigation : Meaning-scope-difference between investigation and audit-investigation as to suspected fraud / defalcation. Sickness of a concern-investigation on behalf of Investors, Creditors, Financiers and incoming partners.

6. Company Audit : Qualification, Disqualification, Appointment, Remuneration and Removal of auditors–status, rights, duties and liabilities of auditors. Professional ethics and code of conduct for professional accountants and auditors.

7. Depreciation, Reserves & Provisions : Depreciation–Meaning, Definition, Objectives and causes–different methods–treatment prescribed under the Companies Act, 1956-role of auditors-relevant case laws. Reserves & Provisions–Meaning, Classification–Auditors role. Fund-classification-auditors role-Issues relating to reserves and provisions–relevant case laws.

8. Divisible profits and dividends : Meaning–Capitalization of reserves–legal provisions, advantages, limitations and auditor's role.

9. Audit of different Institution / Organization : Educational institutions–Schools, Colleges etc., Clubs, Cinema Halls, Charitable institutions, Nourishing Home / Hospitals, Libraries, Cooperative Societies, Travelling Agencies.

10. Auditors Report & Certificate : Distinction between Auditor's Report and Auditor's Certificate-Classification and contents of Auditor's Report, Different types of

Auditor's Report-Auditor's Report and true & fair view.

B. Management Accountancy

1. Introduction : Meaning, Scope, Importance, Functions and objectives, Characteristics, Advantages-disadvantages, Limitations, Comparison with Financial Accounting and Cost Accounting.

2. Working Capital Management : Concept of working capital-Need for working capital-Composition of working capital-Balance Sheet and Operating Cycle Concepts-Factors determining working capital-forecasting of working capital.

3. Change in Financial Position : Fund Flow Statement, Cash Flow Statement, Difference between Fund Flow Statement & Cash Flow Statement, Uses and limitations of these statements.

4. Accounting Ratios and Financial Analysis : Nature of Accounting Ratios-their uses and limitations-classification : Source wise and Application wise-Application of Accounting Ratios in measuring Liquidity, Solvency, Profitability, Capital Structure and Managerial Efficiency.

5. Budgeting & Budgetary Control : Budget : Meaning, Objectives and Importance, Types.

Budgetary Control : Meaning, advantages and limitations.

Budget & Budgetary Control : Relationship-Steps in Budgetary Control-Classification of budgets. Responsibility Accounting-Principles of Responsibility Accounting, Advantages, Responsibility Centres-Zero Base Budgeting.

6. Marginal Costing : Concepts, Scope, Objectives, Importance, Advantage, Limitations, Application of Marginal Costing-P/V Ratio, Break-Even Analysis, Margin of Safety, Angle of Incidence, Cost-Volume-Profit Analysis and Decision Making.

References :

- Auditing – Kamal Gupta
- Auditing – B.K. Basu
- Auditing – Anjan Bhattacharya
- Management Accounting – Anjan Bhattacharya
- Management Accounting – Jain, Narang.