

3.1 Management Accounting

(Code: 3801)

Objective

This course provides the students an understanding of Management Accounting Concepts and applications

Course Contents

Unit-I

Management Accounting :Meaning, Definition, Nature and Scope, Difference between Financial Accounting and Cost Accounting and Management Accounting Functions, object, Importance and Techniques, Role of Management Accountants ,Fundamentals of Financial Statements: Nature and Subject matter of Profit & Loss Account and Balance Sheet ,Limitations of Financial Statements.

Unit-II

Financial Statements Analysis: Meaning and Definition, Objectives, Importance, Type of Financial Analysis, Tools and Techniques of Financial Analysis, Limitations of Analysis, Analysis of Comparative Financial Statements and Common - size Statements.

Ratio Analysis: Meaning and Definition, Forms, Importance, Objectives and Precaution, Limitations, Classification, Calculation and Interpretation of Financial Ratios.

Unit-III

Analysis of Working Capital : Meaning, Definition, Concepts, Type, Components, Determinations, Analysis of Working, Estimation of Working Capital requirements, Operating Cycle Method, Forecasting Method, Projected Balance Sheet Method, P & L Adjustment Method and cash Forecasting Method.

Fund Flow Analysis: Concept, meaning and Definitions of Fund, flows and Funds, Objectives, Importance and Limitations of Funds Flow Statement, Difference between Fund Statement and Financial Statements , Sources and uses of Funds, Preparation and Interpretation of Changes in Working Capital Statement and Statement of Sources and Uses of Funds. Preparation of Cash Flow Statement as per AS-3 (Revised)

Unit IV

Budgeting and Budgetary Control System: Essentials of effective system, Installation of Budgetary Control System, Operating and Flexible Budgets and Master Budget, Different Philosophies, Programme Budgeting, Performance Budgeting and Zero Base Budgeting, Preparation of Functional Budgets, Master Budget and cash Budget, Management Information and Reporting System: Meaning and Definition, Importance, Installation of Management Information System, Information and Reporting, Essential of a good reporting System, Type of accounting reports, Limitations of reporting system

Unit-V

Business Forecasting: Concept, Objectives, Importance, Methods. Exponential smoothing, Lag and Lead Indicators. Analysis of Value Addition: Concept of Value addition, Meaning and Definition, Value Added Statement, Calculation of Value Added Ratios, Preparation and Interpretation of Value Added Statement, Preparation of Value added Statement under Marginal Costing including preparation of value added Break Even Chart. Balanced Scorecard: Financial Perspective, Customer Perspective, Learning and Growth Perspective.

Suggested Readings:

1. Anthony, R.N.: Management Accounting, D.B. Taraporewala & Sons Pvt. Ltd., and Mumbai.
2. Garison, Ray H.: Managerial Accounting (Business Publications, Inc.)
3. Hingorani, N.L., Ramanathan & Grewal, T.S.: Management Accounting Sultan Chand & Sons, Delhi.
4. John Deardan & Bhattacharya: Management Accounting Vikas Publishing House, New Delhi.
5. Kaplan, Robert S. and Atkinson, Anthony A: Advanced Management Accounting, Pearson Education Asia.
6. Keller, I.R.: Management Accounting for profit Control (MCGraw Hill)
7. Khandelwal, N.M.: Prabandhakiya Lekhanken Rajasthan Hindi Granth Academy, Jaipur
8. Manmohan & Sinha: Management Accounting, Sahitya Bhawan, Agra.
9. Rao, N.S., Heda, B.L. and Gupta, S.L.: Management accounting (Hindi), Apex publishing House, Udaipur.
10. Tricker, R.L.: Management Information & Control System, John Wiley & Sons.
11. Vinayakam & Sinha: Management Accounting, Sahitya Bhawan, Agra.

3.2 Auditing (Code: 3802)

Objective

This course aims at imparting knowledge about the principles and methods of auditing and their applications.

Course Contents

Unit- I

Introduction: Meaning and objectives of Auditing, Types of Audit, Internal Audit.

Audit Process: Audit Programme, Audit and Books, Working Papers and Evidences, Consideration for commencing an audit, routine checking and test checking.

Unit – II

Internal Check System: Internal Control. Audit Procedure: Vouching, Verification of Assets & Liabilities.

Unit- III

Audit of Limited Companies:

- (a) Company Auditor- Appointment, Powers, Duties & Liabilities.
- (b) Divisible Profits and Dividend
- (c) Auditor's Report- Standard Report and Qualified Report.
- (d) Special Audit of Banking Companies.
- (e) Audit of Educational Institutions
- (f) Audit of Insurance Companies.

Unit- IV

Investigation: Audit of Non- profit Companies:

- (a) Where fraud is suspected, and
- (b) When a running a business is proposed.

Unit-V

Recent trends in Auditing: Nature and Significance of Cost Audit, Tax Audit, Management Audit. Audit Standards (Elementary Knowledge)

Suggested Readings:

1. Gupta, Kamal : Contemporary Auditing, Tata McGraw Hill, New Delhi.
2. Jain, Khandelwal : Auditing (Hindi), Ramesh Book Depot, Jaipur.

3. Jagdish Prasad: Auditing (Hindi)
4. Pagrare, Dinkar: Principles and Practice of Auditing, Sultan Chand, New Delhi
5. Sharma, T.R.: Auditing Principles and Problem, Sahitya Bhawan, Agra.
6. Shukla, S.M. : Auditing (Hindi)
7. Tandon, B.N.: Principles of Auditing, S.Chand & Co., New Delhi.

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3.3 Goods and Service Tax (Code: 3803-A)

Unit –I

CGST/SGST - Important terms and definitions under Central Goods and Service Tax Act, 2017 and State Goods and Service Tax Act, 2017, Basic of GST, Meaning and scope of supply, Levy and collection of tax.

Unit – II

CGST/ SGST - Time and Value of Supply of goods and / or services, Input Tax Credit, Transitional Provisions, Registration under CGST/SGSCT Act, Filing of Returns and Assessment, Payment of Tax including Payment of tax on reverse charge basis, Refund under the Act.

Unit – III

CGST/SGST - Maintenance of Accounts and Records, Composition scheme, Job work and its procedure, Various Exemptions under GST, Demand and recovery under GST, Miscellaneous provisions under GST.

Unit – IV

IGST – Scope of IGST, Important terms and definitions under Integrated Goods and Service Tax Act, 2017, Levy and collection of IGST, Principles for determining the place of supply and Place of supply of goods and services, Zero rated Supply.

Unit –V

Customs – Role of Customs in International Trade, Important Terms & definitions under the Customs Act, 1962; Assessable Value, Baggage, Bill of entry, Dutiable Goods, Duty Exporter, Foreign going vessel, Aircraft goods, Import, Import Manifest; Importer, Prohibited Goods, Shipping Bill, Store, Bill of Lading, Export Manifest, Letter of Credit, Kind of Duties- Basic, auxiliary, additional or counter veiling; basics of levy- advalorem 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.

Suggested readings:

1. Custom Act 1962 and Rules Commercial's GST, Commercial law publisher (India) Pvt Ltd, New Delhi. Datey V.S.: GST Ready Reckoner, Taxman Publication, New Delhi
2. Koolwal, Ashish &Ritu: Goods and Services Tax (2017) Commercial Law Publisher (India) Pvt. Ltd. Patel, Chaudhary: Indirect Taxes, Chaudhary Publication, Jaipur
3. Goel Pankaj, GST Ready Referencer, (2017) Commercial Law Publisher (India) Pvt. Ltd.
4. Rastogi, Abhishek: Professionals guide to GST Ideation to reality (2017)

3.3B Computerized Accounting (Code: 3803-B)

Objective

To impart the knowledge of implementing accounting procedure with the use of computers.

Unit –I

Electronic spreadsheet: Basic features, Getting started with MS excel, managing workbook files, Editing a workbook, more about entering a data, Advanced worksheet editing, Entering formulas, Functions, Formatting a Worksheet, printing creating charts, What- if analysis, Modifying and Enhancing Charts, Managing lists, Accounting Applications.

Unit – II

Software based Accounting: Present scenario Tally, Features, Company creation, Tally Configuration, Split Company Data, Backup, Restore, Charts of Accounts, Reserved Groups and Ledgers, Account Masters.

Unit – III

Account voucher, Voucher Types and Classes, Accounting Features: Outstanding Management, Cost/Profit Centers Management, Invoicing, Budgets & Scenario Management, Enable Cheque Printing. Trial Balance, P&L A/c, Balance sheet, Audit Trail, Other Books of Accounts, Bank Reconciliation.

Unit- IV

Inventory: Configuration, Masters, Stock Items, Inventory Vouchers, Invoice, Challan, summary Statements, Inventory features: Storage and Classification, Order Processing, Invoicing, Purchase Management, Sales Management, Additional Inventory Vouchers.

Unit- V

Housekeeping and Security, MIS Reports: Ratios, Funds Flow and Cash Flow, Budgets, Statutory & Taxation: Excise, VAT, Service Tax, TDS and TCS.

Suggested Readings:

1. Bangiz Reamesh: Learning Tally 9
2. Blyton Enid : Mystery of Tall
3. Bhargva Rita: Tally 7.2 including VAT TDS under new tax system
4. Maidasani Dinesh : Straight to the point tally 9/0
5. Nadhani, A.K. and Nadhani, K.K. : Implementing Tally 9 Comprehensive Guide.
6. Nadhani, A.K. and Nadhani, K.K. Simple Tally 9
7. Singh, Vishnu Priya : Quick Learn Tally Version 9.0

**Special Rules and Scheme of Examination For
Paper Code 3803- B**

Computerized Accounting

1. The examination in this paper shall consist of two parts:
Theory Examination 2 hrs. Max. Marks 50
Practical Examination 2 hrs. Max. Marks 50
Candidate shall have to pass separately in both the parts.
2. In theory examination, pattern of question paper shall be as follows:
Sec A: 10 questions of 1 mark each all compulsory
Sec B: 10 questions (2 questions from each unit) of 8 mark each. One question to be attempted from each unit.
3. Practical examination shall consist of two practical and shall be conducted by a board of examiners having one external and one internal examiner. Paper of the exam shall be set by the university to be opened at the time of examination at respective centers.
4. A fee of Rs. 1,000 shall be deposited by the regular student opting for this paper to cover laboratory supervision and other charges. This shall be in addition to the practical exam fee charged by the University as per rules.