

CHAITANYA

(Deemed to be University)

B.Com (CA)

LOCF Syllabi

(Wef 2020-2021)

LOCF SYLLABI FOR B.Com (CA)
(Wef 2020-2021)

SEMESTER-1						
Paper	Title Of The Paper	HPW	Credits Allotted	Internal Marks	External Marks	Total Marks
	English	2	2	15	35	50
	Basic Computer Skills	2	2	15	35	50
	Business Economics	4	4	30	70	100
	Business Organisation & Management	4	4	30	70	100
	Financial Accounting-I	4	4	30	70	100
	Information Technology	4	4	30	70	100
	IT- Lab	3	2	15	35	50
	Seminars	3	2	15	35	50
	TOTAL	26	24	180	420	600

SEMESTER-II						
Paper	Title Of The Paper	HPW	Credits Allotted	Internal Marks	External Marks	Total Marks
	English	2	2	15	35	50
	Environmental Science	2	2	15	35	50
	Business Communication	4	4	30	70	100
	Quantitative Techniques	4	4	30	70	100
	Financial Accounting-II	4	4	30	70	100
	Office Automation	4	4	30	70	100
	OA- Lab	3	2	15	35	50
	Business Plan	3	2	15	35	50
	TOTAL	26	24	180	420	600

SEMESTER III

Paper	Title Of The Paper	HPW	Credits Allotted	Internal Marks	External Marks	Total Marks
	Open Elective	4	4	30	70	100
	Principles of Marketing	4	4	30	70	100
	Advanced Accounting-I	4	4	30	70	100
	Income Tax & Practical Auditing-I	4	4	30	70	100
	Database Management System	4	4	30	70	100
	DBMS- Lab	3	2	15	35	50
	Seminars	3	2	15	35	50
	TOTAL	26	24	180	420	600

SEMESTER IV						
Paper	Title of the Paper	HPW	Credits Allotted	Internal Marks	External Marks	Total Marks
	SEC/ Commerce Course	4	4	30	70	100
	Strategic Management	4	4	30	70	100
	Advanced Accounting-II	4	4	30	70	100
	Income Tax & Practical Auditing-II	4	4	30	70	100
	Relational Database Management System	4	4	30	70	100
	RDBMS- Lab	3	2	15	35	50
	Business Plan	3	2	15	35	50
	TOTAL	26	24	180	420	600

SEMESTER V

Paper	Title of the Paper	HPW	Credits Allotted	Internal Marks	External Marks	Total
	SEC/ Computer Course	4	4	30	70	100
	Business Laws	4	4	30	70	100
	Cost Accounting	4	4	30	70	100
	Basics of Foreign Trade	4	4	30	70	100
	Programming in C	4	4	30	70	100
	C-Lab	3	2	15	35	50
	Seminars	3	2	15	35	50
	TOTAL	26	24	180	420	600

SEMESTER VI						
Paper	Title Of The Paper	HPW	Credits Allotted	Internal Marks	External Marks	Total
	SEC/ Computer Course	4	4	30	70	100
	Operations Management	4	4	30	70	100
	Principles of Auditing	4	4	30	70	100
	Management Accounting.	4	4	30	70	100
	Computer Applications in Accounting	4	4	30	70	100
	CAA-s Lab	3	2	15	35	50
	Business Plan	3	2	15	35	50
	TOTAL	26	24	180	420	600

S.No.	SEMESTER	HPW	CREDITS	MARKS
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1	I	26	24	600
2	II	26	24	600
3	III	26	24	600
4	IV	26	24	600
5	V	26	24	600
6	VI	26	24	600
		156	144	3600

SEMESTER – I

BUSINESS ECONOMICS

Total hours: 4 hours per week

Credit: 4

Marks: 100

Objective: The objective of the paper is to acquaint the students with the economic concepts and principles and to enable them to use them to address business problems in a globalized economic environment.

Outcomes: Learning Outcomes by the end of this course it is expected that the student will be able to:

- Explain how consumer behaviour shapes the demand curve with respect to utility and loss
- Understand and apply demand analysis to relevant economic issues;
- Apply marginal analysis to the “firm” under different market conditions;
- Understand the causes and consequences of different market structures;

UNIT – I

15Hrs

Nature and Scope of Business Economics

Business Economics - Meaning, Definition, Nature & Scope of Business Economics, Difference Between Business Economic and Economics, Fundamental Concepts, Contribution and Application of Business Economics to Business. Microeconomics and Macroeconomics, Scope, Merits and Demerits, Methods of Economic Study

UNIT – II

15Hrs

Theory of Consumer Behaviour

Cardinal Utility Approach: Diminishing Marginal Utility, Law of Equi-Marginal Utility. Ordinal Utility Approach: Indifference Curves, Marginal Rate of Substitution, Budget Line and Consumer Equilibrium, Importance of indifference curve.

Demand Analysis: Meaning, Definition, Demand Function, Individual & Market Demand, Law of Demand its Exceptions, Income Demand & Cross Demand. The Elasticity of Demand –

Concept, Kinds, Definition, Measurement & Importance of Elasticity of Demand-Demand Forecasting: Meaning, Need, Importance, Methods of Demand Forecasting (Brief).

UNIT – III

15Hrs

Theory of Production & Cost

Production Function – Short Run Production Function, Law of Variable Proportions, Long Run Production Function, Law of Returns to Scale. Isoquant Curves, Definition, General Properties of Isoquant Curves, Expansion Path. Internal and External Economies and Diseconomies of Scale

Short-run & long- run cost curves, envelop curve & learning curve.

UNIT – IV

15Hrs

Market structure

Perfect Competition- Features & Price determination under perfect competition

Monopoly -Features, Types & Price determination under Monopoly

Monopolistic competition-Features and Price determination under Monopolistic competition

Oligopoly – Features, price leadership, collusive & Non-collusive oligopoly, kinked demand curve.

Price discrimination – Meaning, Types, and Conditions under which it is possible and profitable

RECOMMENDED BOOKS:

1. AV Ranganathachary- Business Economics
2. Stenier and Hague – a Text Book of Economic Theory
3. K.K. Dewett – Modern Economic Theory
4. K.P.N. Sundaram – Business Economics
5. M.L.Seth – Principles of Economics
6. R.L. Varshney & K.L. Maheswari – Managerial Economics

BUSINESS ORGANISATION AND MANAGEMENT

Total hours: 4 hours per week

Credit: 4

Marks: 100

Objective:

- To help the students to understand business, company establishment and types of trade.
- To enable students to analyse and understand functions of management and its approaches.
- To help the students to develop cognizance of the importance of management and business.
- To enable students to identify the primary functional areas within a business and describe their contribution to the organization

Outcomes:

- The students will be able to understand the concepts related to business and management
- The students will be able to demonstrate the roles, skills and functions of management
- The students will be able to compare and contrast types, and roles of managers across organisations
- The students will be able to identify and evaluate the process of establishing a company.

UNIT I - INTRODUCTION

15 Hrs

Concepts of business, Trade, features and classification of Trade- Aids to trade-Functions of business –Commerce- Forms of Business Organisation- Sole trader- Partnership – Joint stock company- Their characteristics, Merits and Demerits.

UNIT II - COMPANY ESTABLISHMENT

15Hrs

Company- Types of companies-Difference between public and private companies-Incorporation of a company-Memorandum of Association- Articles of Association-Prospectus.

UNIT III - INTRODUCTION TO MANAGEMENT

15Hrs

Definition of Management- Characteristics of Management- Importance of Management Functions of Management-Administration & Management-Definition of Manager- Functions of Manager- Roles of a Manager.

UNIT IV - EVOLUTION OF MANAGEMENT

15Hrs

Classical theories of Management- Neo classical theories of Management- Modern theories of Management- Motivation- Theories of Motivation- Leadership- Leadership styles- Qualities of a Leader

RECOMMENDED BOOKS:

1. Business Organisation & Management: Sharma Shashi K Gupta, Kalyani Publisher.
2. Modern Business Organisation : Shankar Gauri, Mahavir Book Depot, New Delhi. 3.
3. Business Organisation & Management : Tulsian, P.C. Pearson Education, New Delhi.
4. Organisation and Management : R.D. Agarwal, McGraw Hill.
5. Principles and Practices of Management: R.S. Gupta Kalyani Publisher.
6. Principles and Practices of Management: LM Prasad , Sultan Chand & Sons,
7. Principles of Management : R.S. Gupta Kalyani Publisher.
8. Principles of Management : T Ramaswamy, Himalayan Publisher.

Total hours: 4 hours per week

Credit: 4

Marks: 100

Objective: To give an insight into the basics of Accounting Concepts and Principles to Prepare to Students to have the foot hold in Accounts.

Outcomes: Learning Outcomes by the end of this course it is expected that the student will be able to:

- Preparing accounting information for planning and control and for the evaluation of finance.
- Explain the purpose of double entry system to understanding the accounting system properly.
- Prepare ledger accounts using double entry bookkeeping and record journal entries accordingly
- Prepare Bank reconciliation statement from incomplete statement
- Preparing financial statements in accordance with appropriate standards

UNIT-I - INTRODUCTION:

15Hrs

Financial Accounting – Definition and Scope – Objectives of Financial Accounting - users of accounting information – Functions, Advantages and Limitations of financial accounting – Branches of Accounting System- Accounting principles: Concepts and Conventions.

UNIT – II - ACCOUNTING CYCLE:

15Hrs

Types of Accounts - Accounting process – Journal – Ledger – Trial balance (Problems)

Subsidiary books: Meaning – Types: Purchases Book, Sales Book, Purchases Returns Book, Sales Returns Book, Cash Book: Simple, Two Columner, Three Columner and Petty Cash Book, Journal Proper. (Problems)

UNIT – III - BANK RECONCILIATION STATEMENT:

15Hrs

Need – Reasons for differences between cash book and pass book balances – Problems on favorable and over draft balances – Ascertainment of correct cash book balance (Problems)

UNIT –IV - FINAL ACCOUNTS:

15Hrs

Preparation of Trading and Profit & Loss account and balance sheet of sole propriety business
(Problems)

RECOMMENDED BOOKS:

1. Introduction to Accountancy – TS Grewal (S. Chand & Co)
2. Double Entry Book Keeping J.R Batliboi
3. Double Entry Book Keeping M.M. Choskshi.
4. Advanced Accounts – Shukla & Grewal (S. Chand & Co)
5. Advanced Accountancy – R.L.Guptha & M. Radhaswamy.
6. Accounting standards – Institute of Chartered Accountants of India, New Delhi.

SEMINARS

Total hours: 3 hours per week

Credit: 2

Marks: 50

SEMESTER - II
BUSINESS COMMUNICATION

Total hours: 4 hours per week

Credit: 4

Marks: 100

Objective:

To enable the students to learn the nuances of good communication

Outcomes: Learning Outcomes by the end of this course it is expected that the student will be able to:

- Understand the key communication concepts in corporate and global world.
- Understand how to develop business correspondence skill.
- Understand the Methods, Types, Barriers of Communication & Reporting Writing.

UNIT – I - CONCEPTS OF COMMUNICATION

Definition, need and importance of communication - Objectives of communication - Components/Process of communication-Characteristics of communication (7Cs) -- Barriers to communication - How to overcome barriers?

UNIT – II - COMMUNICATION SKILLS

Listening: Definition of listening - Types of Listening - How to listen effectively (Practice may be given to the students in listening with comprehension with special emphasis on significant words, sentence and sequence of thought) - Barriers to listening.

Reading: Definition - Reading with fluency and speed - Ways of reading (Skimming, scanning, extensive reading, intensive reading) Sub skills of reading.

Written Communication: Principles of letter writing, layout / format of business letters - Bio-data, testimonials - Application, Appointment

UNIT – III - MODES OF COMMUNICATION

Verbal Communication – Oral and Written communication - Face to face communication.

Non Verbal Communication– Body language, facial expressions, signs, symbols, signals, graphs, maps

Conventional modes of communication: Mail, telex, telephone/telegraph,

Electronic modes of communication: Fax, E-mail, Internet, Websites, Mobiles, Social networking

UNIT – IV - CORRESPONDENCE

Internal correspondence: Job Confirmation, promotion, demotion, memorandum, termination.

Report writing : Definition of a report - Essentials of a good report - Format of report - Individual report and committee report.

RECOMMENDED BOOKS:

- 1 Business Communication (Revised Edition) Raj & Ran, Himalaya Publishing House.
- 2 Effective Business Communication: Heta Murphy -Tata Mc Graw Hill.
- 3 Business correspondence and Report Writing: R.C Sharma & Krishna Mohan Tata McGraw hill.
- 4 Technical Writing and professional Communication, Huchins. Thomas McGraw hill
- 5 The skills of communicating, Scott. Bill Hampstine Westwood 1986
- 6 Business communication. A problem solving approach 2nd Ed. 1978. Poe. Roy Rosemans, New York, Mc Graw Hill Book Company.
- 7 Technical Writing professional Communication; Huchins Thomas, New York, McGraw Hill.

Total hours: 4 hours per week

Credit: 4

Marks: 100

Objective: To give an insight into the basics of Accounting Concepts and Principles to Prepare to Students to have the foot hold in Accounts.

Outcomes: Learning Outcomes by the end of this course it is expected that the student will be able to:

- Preparing accounting information for planning and control and for the evaluation of finance.
- Preparing financial statements in accordance with appropriate standards
- Preparation of Depreciation, Incomplete records and accounts for non-trading concerns.
- Understand and interpret accounts of Partnership firms.

UNIT-I - DEPRECIATION:

15Hrs

Depreciation (AS-6): Meaning – Causes – Objectives of providing for depreciation – Factors affecting depreciation – Accounting Treatment – Methods of depreciation – Problems on Straight Line Method and Diminishing Balance Method.

UNIT-II - ACCOUNTS FROM INCOMPLETE RECORDS:

(Single Entry System)

15Hrs

Features – Ascertainment of Profit – Statement of Affairs and Conversion method

UNIT-III - ACCOUNTING FOR NON-PROFIT ORGANIZATIONS:

15Hrs

Non-Profit entities – Features – Receipts and Payments Account – Income and Expenditure Account – Balance Sheet

UNIT-IV - PARTNERSHIP ACCOUNTS:

15Hrs

Meaning – Partnership Deed – Capital Accounts (Fixed and Fluctuating) – Admission of a Partner – Retirement and Death of a Partner (Excluding Joint Life Policy). Dissolution of Partnership – Insolvency of a Partner (excluding Insolvency of all partners).

RECOMMENDED BOOKS:

1. Accountancy-I: Haneef and Mukherjee, Tata Mcgraw Hill Co.
2. Principles and Practice of Accounting: R.L. Gupta & V.K. Gupta, Sulthan Chand & Sons.
3. Accountancy-I: Tulasian, Tata Mcgraw Hill Co.
4. Accountancy-I: S.P. Jain & K.L Narang, Kalyani.
5. Advanced Accountancy-I: S.N.Maheshwari & V.L.Maheswari, Vikas.
6. Advanced Accountancy: M Shrinivas & K Sreelatha Reddy, Himalaya Publishers.

BUSINESS PLAN

Total hours: 3 hours per week

Credit: 2

Marks: 50

SEMESTER – III

PRINCIPLES OF MARKETING

Total hours: 4 hours per week

Credit: 4

Marks: 100

Objectives

1. To learn key marketing principles and terminology and to understand the role of marketing within society and within an economic system.
2. To study and analyze the basic concepts in marketing & to understand how organizations identify, understand and satisfy the needs and wants of customers and markets.
3. To study the elements of marketing mix and understand their role & importance in satisfying the needs of customers and growth of the organization.
4. To understand consumer and business markets and also the role marketing research in catering customer needs

Learning outcomes: After completion of the course, students will be able to:

1. Use proper terminology/vocabulary of marketing wherever required.
2. Identify and relate how marketers are fulfilling the needs and wants of customers and markets.
3. Develop a market research plan and conduct basic research using primary and secondary sources.

UNIT – I INTRODUCTION

15Hrs

Marketing – Definition - Concepts of marketing - Significance - Functions of marketing – Role of marketing in a developing economy – Role and Functions of marketing manager

UNIT – II MARKETING MIX

15Hrs

Marketing mix-Definition and elements – Product-definition, concept – Product mix – Product life cycle – Product simplifications – Price mix - Elements of promotions mix – sales promotions – Advertising – Role of advertising and Importance.

UNIT – III MARKET SEGMENTATION

15Hrs

Meaning – STP concept - Bases for segmenting consumer markets - Bases for segmenting business markets - Benefits of market segmentation

UNIT – IV MARKETING INFORMATION SYSTEM

15Hrs

Concept - Components of a Marketing Information System – Marketing Research – Scope – Types of marketing research

RECOMMENDED BOOKS:

1. Principles of Marketing – A South Asian perspective by Phillip Kotler, Keller, Koshy & Jha, 13th edition
2. Marketing Management by Hills and Woodruff.
3. Marketing Management, By Ramaswamy -Namakumari; Macmillan India, New Delhi.
3. Marketing – A Managerial introduction by Gandhi
4. Marketing Information system by Devis – Oslan
5. Principles and Practices of Marketing by John Frair.

ADVANCED ACCOUNTING – I

Total hours: 4 hours per week

Credit: 4

Marks: 100

Objectives:

1. To appraise the students about the application of accounting knowledge in special business activities.
2. To impart the skills of preparation of Joint Venture, Hire & Installment purchase system.
3. To develop the skills of recording of transactions relating to branches and departments accounts.

Outcomes: To acquire the knowledge of accounting in business activities.

Unit – I Joint Venture

15 Hrs

Joint ventures - features - difference between joint ventures and consignment, Accounting Procedure - Methods of keeping records for Joint venture accounts - method of recording in co ventures books-separate set of books method.

Unit – II Hire & Installment purchase system:

15 Hrs

Hire purchase and installment purchase system – Features – Accounting Treatment in books of Hire purchase and Vendor – Default and repression – Installment purchase system – Accounting Treatment in the books of purchaser and vendor

UNIT – III Branch Accounts:

15 Hrs

Dependent branches –features-Books of accounts- methods of accounting of dependent branches - Stock and Debtors system: Distinction between whole sale profits and retail profits – independent branch (Excluding Foreign Branches)

UNIT – IV Departmental Accounts:

15 Hrs

Departmental Accounts: Need, features, Basis for Allocation of Expenses, treatment of Inter - Departmental Transfer at cost or Selling Price-Treatment of Expenses that cannot be allocated - Preparation of departmental profit and loss.

RECOMMENDED BOOKS:

1. Principles and Practice of Accounting R.L. Gupta & V.K. Gupta Sulthan Chand &sons
2. Accountancy-I: Tulasian, Tata Mcgraw Hill Co
3. Accountancy - I: S.P. Jain & K.L Narang, Kalyani Publishers
4. Introduction to Accountancy: T.S.Grewal, S.Chand and Co
5. Accountancy-I: Haneef and Mukherjee, Tata Mcgraw Hill co
6. Advanced Accountancy: Arulanandam, Himalaya publishers
7. Advanced Accountancy-I: S.N.Maheshwari & V.L.Maheswari, Vikash Publishing Co.

INCOME TAX & PRACTICAL AUDITING-I

Total hours: 4 hours per week

Credit: 4

Marks: 100

Objectives:

1. To understand the basic concepts and definitions under the Income Tax Act 1961
2. To acquire knowledge about computation of Income under different heads of Income of Income tax Act 1961.
3. To acquire knowledge about the submission of Income tax Return, Advance Tax, Tax deducted at source, Tax collection authorities.
4. To prepare students competent enough to take up to employment in tax planner.

Outcome: They will apply the concepts of IT sections in business.

UNIT – I INCOME TAX – OVERVIEW:

15 Hrs

Income tax – Basic concepts – Income – Total Income – Casual Income – Person- Assesses – Assessment year – previous year – GST in India – Residential status of individual - income exempted from tax – Fully exempted.

UNIT – II TAX FROM SALARIES:

15 Hrs

Computation of Income from salaries – calculation of tax liability – Allowances – Taxable Allowances – Pension Schemes – Pan Card and its importance

UNIT – III TAX HOUSE PROPERTY:

15 Hrs

Computation of Income from House property – Gross Annual Value – Annual Value – Net Annual Value

UNIT –IV INTRODUCTION TO AUDITING:

15 Hrs

Introduction - Meaning and nature of Auditing - Definition of Auditing - Relationship among Book-keeping, Accountancy and Auditing - Objectives of Audit - Types of Audit - Advantages of Audit - Limitations of Auditing.

RECOMMENDED BOOKS:

1. Income tax Jain & Narang
2. Income tax H.Prem Raja & CA.Sridhar Dubaka
3. Income tax Mahesh Chandra
4. Students guide to Income tax Vinodh k. Singhania
5. Practical auditing B.N. Tandon.

SEMINARS

Total hours: 3 hours per week

Credit: 2

Marks: 50

SEMESTER – IV
STRATEGIC MANAGEMENT

No. of Hours per Week: 04

No. of Credits: 04

Marks: 100

Objectives:

1. To understand the basic concepts, levels of strategies and definitions.
2. To acquire knowledge about Mission, Objectives and Goals of corporate level.
3. To acquire knowledge about Strategic Management Tools.
4. To prepare the students to apply Techniques of Strategies in business.

Outcome: They will apply the concepts in business.

UNIT – I Introduction 15 Hrs

Strategic Management: Concept – Dimensions – process – Nature of Strategic decision making – levels of Strategy - Approaches to Strategic decision making

UNIT – II Corporate Strategies 15 Hrs

Strategy Formulation: Mission, Purpose – Objectives and Goals, strategies- Integration, Diversification - Divestiture strategy – business definition.

UNIT – III Strategic Management Tools 15 Hrs

Tools of Strategic Management – BCG Matrix, The life cycle concept- GE Planning Grid – Interrelationship between formulation & Implementation.

UNIT – IV Strategic control 15 Hrs

Strategic control: Operational control – Techniques of strategic evaluation & control – Leadership & Motivation as key drivers of strategy – Corporate culture.

RECOMMENDED BOOKS:

- | | | |
|---|-------------------------|------------------------------------------------------------------|
| 1 | Azhar kazmi : | Business Policy ; Tata McGraw Hill |
| 2 | Srivastava : | Management policy & strategic management
Publishing house. |
| 3 | Jhon Pearce & Richard B | Strategic Management : AITBS Publication |
| 4 | Subba Rao P : | Business Policy & Strategic Management: Himalaya
Publication. |
| 5 | P. K. Ghosh : | Business policy & Strategic Management |
| 6 | Francis Cher unilam : | Strategic Management, Himalaya Publication. |

ADVANCED ACCOUNTING– II

No. of Hours per Week: 04

No. of Credits: 04

Marks: 100

Objectives:

1. To appraise the students about the application of accounting knowledge in special business activities.
2. To impart the skills of preparation of valuation of Goodwill and Shares & preparation of Company accounts

Outcomes: To acquire the knowledge of accounting in business activities.

UNIT – I: Valuation of Goodwill

15 Hrs

Nature of Goodwill; Features of goodwill - Methods of valuing goodwill: Average profits method, Super profits methods and Capitalization of Super profits method (Simple Problems).

UNIT – II: Valuation of Shares

15 Hrs

Need for valuation, Factors affecting valuation of Shares - Methods of valuation: Net Assets Method, Yielding or Market valuing method and Dual or fair valuing method (Simple Problems)

UNIT –III: Company Accounts

15 Hrs

Issue of Shares – issue at premium and par - Discount – Forfeiture and Re- issue of shares – Debentures – Issue of Debentures – Premium & Discount

UNIT - IV

Company Accounts

15 Hrs

Preparation of Final Accounts

RECOMMENDED BOOKS:

1. A.N Agarwal : Higher Science of Accountancy.
2. TS Grewal : Introduction of Accountancy.
3. RL Guptha & VK Guptha : Principles and practice of
4. MC Shukla & TS Grewal : Advanced Accountancy.
5. SP Jain and KL Narang. : Advanced Accountancy.
6. RL Guptha and Radhaswamy : Advanced Accountancy.
7. SP Iyenger : Advanced Accountancy.
8. Patil and Korlahalli : Principles and practice of
9. Tulasian : Financial Accounting.

INCOME TAX AND PRACTICAL AUDITING -II

No. of Hours per Week: 04

No. of Credits: 04

Marks: 100

Objectives:

1. To understand the basic concepts and definitions under the Income Tax Act 1961
2. To acquire knowledge about computation of Income under different heads of Income of Income tax Act 1961.
3. To acquire knowledge about the submission of Income tax Return, Advance Tax, Tax deducted at source, Tax collection authorities.
4. To prepare students competent enough to take up to employment in tax planner.

Outcome: They will apply the concepts IT in business.

UNIT I: Income from Business or profession:

15 Hrs

Introduction – chargeability – Deductions - expressly allowed and disallowed - general deductions - computation of profit and gains from business and profession.

UNIT II- Computation of Total income:

15 Hrs

Income from Capital Gains – Set off and Carry forward of losses - Assessment of total income of individuals – computation of tax liability (including problems) Assessment procedures - filing of returns - Self Assessment - Regular assessment - Best judgment assessment-income tax authorities (Theory only)

UNIT III: Vouching and Audit of financial statements:

15 Hrs

Vouching-objectives of vouching – Audit procedure - vouching of Transactions - Examination of books of Account - Verification and valuation of items of financial statements- verification of liabilities.

UNIT IV: Audit Planning:

15 Hrs

Audit planning - internal check - internal control - Internal Audit - Duties of an auditor -

Liabilities of an auditor - Qualities of an Auditor

RECOMMENDED BOOKS:

1. Students guide to Income tax : Vinod K.Singhanid
2. Income tax : H.Prem Raja & CA.Srishar Dubaka
2. Income tax : Jain and Narang
3. Income tax : Mahesh Chandra
4. Practical auditing : B.N. Tandon.

BUSINESS PLAN

Total hours: 3 hours per week

Credit: 2

Marks: 50