

COMMERCE AND ACCOUNTANCY (CODE NO. 12)**PAPER - I****Accounting , Auditing, Income Tax and Statistics****1. Company Accounts**

Problems on amalgamations (absorption and reconstruction) and liquidation of joint stock companies. Analysis and interpretation of published Accounts. Valuation of shares and Goodwill.

2. Cost & Management Accounts:

Techniques of cost control and cost reduction. Process Costing. Cost volume profit relationship and Decision making, Budgetary control and standard costing.

3. Auditing

Programming of audit work. Valuation & verification of Assets and Liabilities. Audit of a limited company, Powers, duties & liabilities of company auditor. Auditor's Report Audit of Computerised A/C & use of Computers in the Audit of A/c

4. Income Tax

Provisions of Income Tax Act - pertaining to assessment of individuals. Exempted Income & deductions from Gross Total income. Computation of Taxable Income & Tax liability.

5. Statistics

Definition, scope & importance. Measurements of Central tendency, Dispersion, Skew ness Correlation and Index Number.

COMMERCE AND ACCOUNTANCY (CODE NO. 12)**PAPER - II****Business Management & Finance****1. Concept of Modern Management**

Scope & principles. Management as a "change agent" Functions of management - Planning, Organisation, Staffing, Direction, co-ordination & control. Decision-making- concept, Process & techniques, Social responsibilities of management.

2. Human Resources & Industrial Relations

Recruitment, selection, induction and training systems. Wage payment, Motivation, Communication & Leadership styles, Causes of Industrial dispute & its settlement.

3. Marketing and Sales Management

Modern concept of marketing, Functions and process of marketing, Marketing - Mix Marketing, Research, Methods of Sales - Promotion, Advertisement and large scale retailing.

4. Business Finance

Objectives, Concept of maximization of wealth, Source of finance - Short term, Medium term and Long term; Capital structure, Working capital, cost of capital. Optimum Dividend Policy.

5. Financial Institutions & Indian Capital market

Monetary & Credit Policies of Reserve Bank of India. Principal constituents of Indian capital market. Role of stock exchanges and their main functions, Mutual funds : Evolution & expansion, Problem of Direct Foreign Investment in Indian Business and Industries. Disinvestment of Govt. holdings in Public sector undertakings in India.