



MU BAF ACC Sem 4 syllabus

Business Law(Company Law)-III

Core Courses (CC)

Business Law (Company Law) - III

Unit - 1 Definitions

Section 2

Clause (2) - Accounting Standard

Clause (7) - Auditing Standard

Clause (13) - Books of Accounts

Clause (31) - Deposit

Clause (41) - Financial Year

Clause (42) - Foreign Company

Clause (47) - Independent Director

Clause (48) - Indian Depository Receipts

Clause (62) - One Person Company

Clause (85) - Small Company

Unit - 2 Incorporation of companies

Section 3 to Section 20

Unit - 3 Public Offer

Sections 23, 25 to 28, 33, 35, 39

Unit - 4 Private Placement

Section 42

Unit - 5 Share Capital and Debentures

Sections 43, 46, 47, 52 to 56, 61 to 72

Taxation - III (Direct Taxes- II)

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1 Clubbing of Income - Section 60 to 65

2 Set Off & Carry Forward of Losses

Sec: 70 - Set off Loss from one Source against Income from another Source under

the Same Head of Income

Sec: 71 - Set Off Loss from One Head against Income of another Head

Sec: 71B - Carry Forward & Set off Losses from House Property

Sec: 72 - Carry Forward & Set Off of Losses of Business Losses

Sec: 73- Losses in Speculation Business

Sec: 74- Loss under the head Capital Gains

3 Computation of Tax liability of Individual & HUF

4 Computation of Income of Partnership Firm in Relation to

Sec: 40(b) & Tax Thereon With Applicable Rate of Tax

5 Return of Income - Sec 139

Excluding u/s 139(4A), 139(4B), 139(4C) & 139 (4D)

6 Tax Deduction at Source

Advance Tax U/S 207, 208, 209, 210 & 211

Interest Payable U/S 234A, 234B, 234C

Basic Aspects of Deduction of Taxes at Source

Sec: 192 - TDS on Salary

Sec: 194A - TDS on Interest

Sec: 194C - TDS on Contractor

Sec: 194H - TDS on Commission

Sec: 194I - TDS on Rent

Sec: 194J - TDS on Professional Fees

Advance Tax U/S 207, 208, 209, 210 & 211

Sec: 207 - Income Liable to Advance Tax

Sec: 208 - Liability of Advance Tax

Sec: 209 - Computation of Advance Tax

Sec: 210 - Payment of Advance Tax by Assessee on His Own Account

Sec: 211 - Due Dates of Payment of Advance Tax

Interest Payable U/S 234A, 234B, 234C

Sec: 234A - Interest for default in furnishing return of income

Sec: 234B - Interest for default in payment of advance tax

Sec: 234C - Interest for deferment of advance tax

7 DTAA U/S 90 & 91

8 Tax Planning & Ethics in Taxation - Basic Concepts

Research Methodology in Accounting and Finance

Research Methodology in Accounting and Finance

UNIT 1 Introduction to Research

Introduction and meaning of research, Objectives of research, Features and Importance of research in Accounting and Finance, Objectives and Types of research - Basic, Applied, Descriptive, Analytical and Empirical Research.

Formulation of the research problem: Meaning and Selection
Review of Literature

UNIT 2 Research Design in Accounting and Finance

Meaning of Introduction, Need, and Good research design.
Hypothesis: Formulation, Sources, Importance and Types Different
Research designs

UNIT 3 Data Collection and Processing

Data Collection: Introduction and meaning, types of data
Primary data: Observation, Experimentation, Interview, Schedules, Survey, Questionnaires, Limitations of Primary data
Secondary data: Sources and Limitations
Factors affecting the choice of method of data collection.
Sampling: Significance, Methods, Factors determining sample size
Data Presentation: Significance in Research, Stages in Data
Processing: Editing,
Coding, Classification, Tabulation, Graphic Presentation
Statistical Analysis: Tools and Techniques, Measures of Central
Tendency,
Measures of Dispersion, Correlation Analysis and Regression
Analysis.
Use of computer and internet in data collection and processing

UNIT 4 Interpretation and Report Writing

Meaning and techniques of interpretation, Research Report Writing:
Importance, Essentials, Structure/ layout, Types Board

Management Accounting (Introduction to Management Accounting)

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Unit - 1 Introduction to Management Accounting

Meaning, Features, Scope, Importance, Functions, role of Management Accounting, Management Accounting Framework, Tools, Management Accounting and Financial Accounting

Unit - 2 Analysis and Interpretation of Accounts

a) Vertical Forms of Balance Sheet and Profit and Loss Account suitable for analysis

b) Trend Analysis.

c) Comparative Statement.

d) Common Size Statement.

NOTE: Practical Problems based on the above (a) to (d)

Unit - 3 Financial Statement analysis: Ratio analysis

Meaning of financial Statement Analysis, steps, Objective and types of Analysis.

Ratio analysis: Meaning, classification, Du Point Chart, advantages and Limitations.

Balance Sheet Ratios:

i) Current Ratio

ii) Liquid Ratio

iii) Stock Working Capital Ratio

iv) Proprietary Ratio

v) Debt Equity Ratio

vi) Capital Gearing Ratio

Revenue Statement Ratios:

i) Gross Profit Ratio

ii) Expenses Ratio

iii) Operating Ratio

iv) Net Profit Ratio

v) Net Operating Profit Ratio

vi) Stock Turnover Ratio

Combined Ratio

i) Return on Capital employed (Including Long Term Borrowings)

ii) Return on proprietor's Fund (Shareholders Fund and Preference Capital)

iii) Return on Equity Capital

iv) Dividend Payout Ratio

v) Debt Service Ratio

vi) Debtors Turnover

vii) Creditors Turnover

Unit - 4 Cash Flow Analysis

Preparation of Cash Flow Statement with reference to Accounting

Standard No.3. (Indirect method only))

Unit - 5 Working Capital Management

- A. Concept, Nature of Working Capital , Planning of Working Capital
- B. Estimation / Projection of Working Capital Requirement in case of Trading and Manufacturing Organization
- C. Operating Cycle Practical Problems

Foundation Course in Management (Introduction to Management) - IV

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Unit - 1 Introduction to Basic Management Concepts

- Introduction to Management, Definition of Management
- Nature of Management
- Objectives of Management
- Administration vs Management
- Levels of Management
- Principles of Management

Unit - 2 Planning

- Definition and Importance of Planning
- Process of Planning
- Limitations of Planning
- Features of Sound Planning
- Features and process of decision making

Unit - 3 Organising

- Definition, nature and significance
- Process of organisation
- Principles of organisation
- Formal and Informal organisation - features, advantages and disadvantages
- Centralisation and decentralisation – factors, merits and demerits
- Departmentation and Delegation

Unit - 4 Staffing

- Meaning, Importance of Staffing
- Recruitment and its sources
- Selection procedure
- Distinction between Recruitment and Selection

Employment tests and types of Interview

Unit - 5 Directing and Controlling

Meaning and Importance of directing

Principles of Directing

Leadership traits and Styles

Motivation - Importance and Factors

Co-ordination - Meaning, features and Importance

Meaning and steps in controlling

Essentials of a good control system

Financial Accounting (Special Accounting Areas) - IV

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Unit - 1 Preparation of Final Accounts of Companies

Relevant provisions of Companies Act related to preparation of Final Account (excluding cash flow statement)

Preparation of financial statements as per Companies Act. (excluding cash flow statement)

AS 1 in relation to final accounts of companies (disclosure of accounting policies)

Unit - 2 Redemption of Preference Shares

Provision of the Companies Act for redemption of Preference Shares (Sec 55 of the Companies Act, 2013), Companies (Share and Debentures) Rules.

Methods of Redemption of fully paid up Preference Shares as per Companies Act, 2013: The proceed of a fresh issue of shares, the capitalisation of undistributed profits and a combination of both, calculation of minimum fresh issue to provide the fund for redemption,

(Question on entries and/or Balance Sheet)

Note: Companies governed by Section 133 of the Companies Act, 2013 and comply with the accounting standards prescribed for them. Hence, the balance in security premium account not to be utilised for premium payable on redemption of preference shares.

Unit - 3 Redemption of Debentures

Introduction : Provisions of Section 71 (1) and (4) of the Companies Act, 2013, Creation and investment of DRR including The Companies (Share Capital and Debentures) Rules, 2014, the methods of writing-off discount/loss on issue of debentures; Terms of issue of debentures
Methods of redemption of debentures: By payment in lumpsum and

by payment in instalments (excluding from by purchase in open market), Conversion. (Question on entries, ledgers and/or Balance Sheet and /or redemption of preference shares)

Unit - 4 Ascertainment and Treatment of Profit Prior to Incorporation

Principles for ascertainment

Preparation of separate, combined and columnar Profit and Loss Account including different basis of allocation of expenses/ incomes

Unit - 5 Foreign Branch

Conversion as per AS 11 and incorporation in HO accounts

Information Technology in Accountancy-II

Information Technology in Accountancy - II

Unit - 1 Business Process

Introduction, Definition and Meaning of business process

Flow of business process for accounting, purchase, sales and finance

Classification of business processes

Introduction, Definition and Meaning of Business Process

Management

Principles and practices of Business Process Management

Business Process Management life cycle

Theories of Business Management Process

Implementation of Business process Management - need, key factors and importance

Automation of business Processes - benefits, risks, challenges

Accounting systems automation

IT and Business Process Management

Information systems - Meaning, Use of IT in accountancy

Unit - 2 Computerized accounting system

Introduction and meaning

Uses and Benefits

Role

Need and requirements of computerized accounting

Basic requirements of computerized accounting system

Limitations of computerized accounting system

Understand the development and design of a computerized accounting system; determining how the accounting data will be processed, i.e. what accounts and books are needed and what is the desired output i.e. financial reports and other reports.

Accounting Software
Introduction and meaning
Advantages of accounting software
Uses of Accounting software
Various accounting softwares
Accounting software TALLY - Accounting and reports

Unit - 3 Concept of MIS Reports in Computer Environment

Introduction
Concept of MIS
Need for MIS
Characteristic of MIS
Outputs of MIS
Role of MIS
Guidelines for Developing MIS reports
Functional Aspects of the MIS:
Problems in MIS
Knowledge required for studying MIS
MIS and Computer

Unit - 4 IT and Auditing

Need and importance of IT in auditing
Auditing in IT environment