

ACHARYA NAGARJUNA UNIVERSITY

CENTRE FOR DISTANCE EDUCATION

NAGARJUNA NAGAR,

GUNTUR

ANDHRA PRADESH



PROGRAM PROJECT

REPORT

12. MASTER OF COMMERCE

(ACCOUNTANCY)

Master of Commerce (Accountancy)

PROGRAMME CODE: 12

MISSION: M.Com is one of the most sought after career oriented professional programs offered at the master's level. M.Com degree opens up innumerable career options and opportunities to the aspiring managers both in India and abroad. M.Com program also prepares one to start a business of his/ her own in the capacity of an entrepreneur.

OBJECTIVES: To prepare the students to exploit opportunities being newly created in the accounting & banking field and to provide adequate basic understanding about accounting, finance, banking & financial services. Further to provide adequate exposure in the operational environment of accounting & finance.

RELEVANCE: The Master of Commerce (Banking) programme offered through Open and Distance Learning mode is purely relevant and aligned with the goals and mission of CDE, ANU. This programme is designed to empower the student with very intrinsic procedures adopted by the commerce, industry, trade and business in India with most relevant subjects like GST added as add on course. Hence, the vision and mission of ANU to transform the students as industry ready is thereby adopted.

NATURE OF PERSPECTIVE TARGET GROUP OF LEARNERS: Aim of open and distance education is to enhance the academic competence in those who were deprived of higher education for various socio-economic reasons. This programme is designed for candidates to provide quality education at affordable cost to larger sections of population by facilitating the reach of education to the doorsteps of people living in remote and far-flung areas. This program is useful for career advancement, improving skills, upgrading the qualification, add on course etc. The target group of this program also includes persons who are employed and who have not time to attend class on regular days. For acquiring new skills for employees in a shorter span of time.

Working professionals can benefit immensely from distance M.Com course.

SKILLS AND COMPETENCE OF THE PROGRAMME: Inconsideration of the huge gap in education and industry and also in skill development now it is imperative on the part of every university to reach out every nook and corner of the country where the institutions with significant infrastructure are not available in order to elevate the status of the marginalised sections of the society especially living in rural areas of the country. The only solution appears to be "open and distance education" and Acharya Nagarjuna University takes initiative by reaching out those unreached by ICT enabled blended mode of distance learning programmes. M.Com. (Accountancy) programme is an innovative programme. The learning outcomes of this programme are as follows:

- Professional development of teachers.
- Incorporating generic transferrable skills and competencies
- To develop critical learning, analytical skills and research skills.

M.Com (Accountancy) - Program code: 12**Program Structure**

Course code	Course	Internal assessment	External exams	Max. Marks	credits
Semester - 1					
101CO21	Perspectives of Management	30	70	100	4
102CO21	Business Environment	30	70	100	4
103CO21	Marketing Management-I	30	70	100	4
104CO21	Financial Management-I	30	70	100	4
105CO21	Human Resource Management-I	30	70	100	4
106CO21	Financial Accounting and Packages	30	70	100	4
Semester – 2					
201CO21	Management of Information systems	30	70	100	4
202CO21	Marketing Management-II	30	70	100	4
203CO21	Financial Management-II	30	70	100	4
204CO21	Human Resource Management-II	30	70	100	4
205CO21	Advanced Financial Accounting	30	70	100	4
206CO21	Research Methodology	30	70	100	4
Semester – 3					
301CO21	Advanced Cost Accounting	30	70	100	4
302CO21	Direct Taxes	30	70	100	4
303CO21	Goods and Services Tax-I	30	70	100	4
304CO21	Financial Reporting	30	70	100	4
305CO21	International Business	30	70	100	4
306CO21	Auditing	30	70	100	4
Semester – 4					
401CO21	Advanced Management Accounting	30	70	100	4
402CO21	Business Law	30	70	100	4
403CO21	Goods and Services Tax -II	30	70	100	4
404CO21	Strategic Financial Management	30	70	100	4
405CO21	International Accounting	30	70	100	4
406CO21	Business Ethics and Corporate Governance	30	70	100	4

M.COM: ACCOUNTANCY

Syllabus

SEMESTER-I

101CO21: Perspectives of Management

1. **Introduction** : Concept of Management: Definition – Nature – Purpose – Scope and Significance – Management Vs. Administration- Universality of Management Principles – Evolution of Management thought – Approaches to Management – Process of Management – Internal and External environment Forces – Functions of Management.
2. **Planning**: Concept and Significance – Types of Plans – Objectives – Management by objectives, by exception, by crisis - Strategies – Policies – Procedures – Rules – Programmes- Planning Premises. Decision Making: Decision Making Process – Decision Tree Analysis– Linear Programming – Game Theory.
3. **Organizing** : Nature and Purpose – Principles of organisation: formal and informal organisation- span of control – Hierarchy - Authority and responsibility – Delegation of authority –centralization – decentralization – Line and Staff conflict and cooperation – Plural executive – Committees – Board of Directors. Staffing: The Nature and purpose of staffing - Recruitment – Selection – Placement and Promotion – training – Executive development programmes.
4. **Direction**: Elements of Directing – Communication – Importance Process – Media – barriers to communication: Effective communication – Motivation and importance in management- Leadership.
5. **Control**: Process of Control – Reporting system for Control- Modern Control Techniques – PERT and CPM Indian Management Scenario: Business Class in India – Management Development in India- Social responsibilities of business and managers role.

FURTHER READINGS:

1. Harold Koontz & Heinz Weihrich : Management
2. Peter F. Drucker : Practice of Management
3. L. A. Alien : Management and Organisation
4. Newman & Summer : The Process of Management
5. Black & Moulton : Managerial Grid
6. A. Das Gupta : Business & Management in India
7. Sahru S. Rangneker : In the Wonderland of Indian Managers
8. Prasad. Lallan & S.S. Guhan : Management principles and Practice
9. M. Benarjee : Modern Management
10. Sherlekar & Sherlekar : Principles of Business Management

102CO21: Business Environment

1. Economic and Social Environment: Economic Environment of Business Socio-Cultural and Political Legal Environment Changing Role of Government.
2. Structure of the Indian Economy: Structural Dimensions of Indian Economy Structure of Indian Industry Public Sector in India Private Sector in India Small sector in India Sickness in Indian Industry.
3. Planning and Policies: Planning Goals and Strategies Evolution of Industrial Policy Regulatory and Promotional Framework.
4. External Sector: Indian Foreign Trade India's Balance of payment Export and Import Policy Foreign Capital and Collaborations India's External Debt.
5. Economic Reforms since 1991: Industrial Policy of 1991 Economic Reforms; Liberalization, Globalization and Privatization Financial Sector Reforms Fiscal Sector Reforms Economic Reforms and Social Justice.

FURTHER READINGS:

1. Agarwala ANN, 1986 Emergent Dimensions in India Environment, Asia Publishing House, Delhi.
2. Government of India Economic Survey, (Latest Issue)
3. Wadhwa, Charan D, 1984 Some Problems of India's Economic Policy, TMH, ND
4. Khan M.Y, 1980 Indian Financial Systems; Theory and Practice
5. K.V. Sivayya & V.B.M. Das Indian Industrial Economy
6. M. Adhikar Economic Environment & Business Environment
7. A. Das Gupta & N.K. Sen Gupta Government and Business
8. D. Amarchand Government and Business.

103CO21: Marketing Management-I

1. **FOUNDATIONS OF MARKETING:** Marketing Concept –The Marketing Orientation Vs production orientation – Production concept – Selling concept – societal dimensions of Marketing – The marketing concept as applied to Marketing Management. Marketing and Social Responsibility: Social pressures on marketing.
2. **MARKETING ENVIRONMENT:** Company's – Micro Environment: Company – suppliers –Intermediaries – customers – competitors and Publics – Marketing organisation and Interface with other departments in a Company Company's Macro Environment (with special reference to India)
3. **ANALYSIS OF THE MARKET PLACE:** Marketing Planning – Strategic Marketing Planning – Product Portfolio – Analysis – Investment opportunity chart – PIMS Analysis – Competitive Strategies: Market leader, challenger, follower, niche strategies Components of marketing plan – Marketing budget – market segmentation.
4. **UNDERSTANDING THE CONSUMER:** Consumer Behaviour – Determinants : Social – Cultural – Group Factors – Psychological factors – Consumer Behaviour Models: Marshallian – Freudian – Pavlovian – Vilonia – Howard – Sheth – Consumer decision-making : Dimensions – problems – Pre-purchase and post-purchase behaviour
5. **PRODUCT CONCEPT AND STRATEGY:** Concept of product – concept of augmented product – Product-Mix Strategy: Dimensions – Product-line decisions – Product Life Cycle (PLC). Introducing new Products: Pressures – Problems – Product Planning process Managing Existing products.

FURTHER READINGS:

1. Gandhi J.C. "Marketing – A Managerial Introduction" Tata McGraw – Hill Publishing Co. Ltd., New Delhi, 1989.
2. Stantor, J. William and Futrell, Charles "Fundamentals of Marketing "(8th Edn.) McGraw Hill International Editions, 1987.
3. Kotler, Philip "Principles of Marketing" (3rd Edn.) Prentice hall of India Pvt. Ltd, New Delhi, 1987.
4. Mandell, I. Maurice and Rosenberg , J. Larry "Marketing (2nd Edn) Prentice Hall of India, New Delhi, 1987.
5. Amarchand D. and Varadharajan B. "An Introduction to Marketing" Vikas Publishing House Pvt Ltd, New Delhi, 1986.
6. Jha and Shah "Marketing Management in Indian Perspective" Himalaya Publishing House, New Delhi, 1986.
7. Taylor, Jr., L. Jack and Robb, F. James "Fundamentals of Marketing: Additional Dimensions" (Selections from the Literature) (2nd Edn) Tata McGraw Hill Publishing Company Pvt. Ltd,

104CO21: Financial Management-I

1. **Introduction to Financial Management:** Financial Management an Overview Methods of Raising finance Sources of raising finance.
2. **Financial and Investment Analysis:** Ratio Analysis Leverage Analysis Budgeting and Budgetary Control Investment Appraisal Methods.
3. **Financial Flows and Forecasting:** Cash Flow & Funds Flow Analysis Cost-Volume Profit Analysis Financial Forecasting (including Cash Budget).
4. **Capital Structure Decisions:** Capital Structure Theories Cost of Capital Requirements Management of Cash and Receivables Management of Inventory.

FURTHER READINGS:

1. Financial Management and Policy James C. Van Home
2. Financial Management: Theory and Practices Prasanna Chandra
3. The Theory of Financial Management Solomon Ezra
4. Financial Management I.M. Pandey
5. Principles of Corporate Finance Richard A Brealey et. Al
6. Cases in Financial Management M.Y. Khan & Jain
7. Techniques if Financial Analysis E.A. Hifer
8. Financial Management P. Brockington
9. Managerial Finance Weston & Brighan

105CO21: Human Resource Management-I

1. **Human Resource Management** : Concept – Scope – Legacy – Objectives – Principles – Policies – Procedures – Programmes – Internal and external Environment that effect HRM Programmes – Organisation of Human Resource Department.
2. **Job Analysis and Design**: Concepts – Need – Methods and Procedures – Job Analysis: Job description, Job specifications – Job design and job enrichment.
3. **Human resources planning**: Importance – forecasting demand and supply of employees in the organisation – forecasting techniques – skill – inventory and replacement chart.
4. **Recruitment**: Concept – Policy – external influences on recruitment – sources of recruitment – Methods of recruitment – recruitment practices in India.
5. **Selection, Placement, Induction and Orientation**: Concepts – Selection criteria – Steps in selection process – Selection tools – Application blank – Psychological tests – Interviewing – Reference checks – Physical Examination – Placement – Induction – Orientation.
6. **Performance Appraisal**: Concept – Evaluation Techniques - Communication and Counseling
7. **Training and Development**: Concepts – Objectives – Needs – Policies – Methods – Employee learning – Managerial Development – Evaluation of training Programmes – Career Planning.
8. **Promotion** – Concept – Demotions – Transfers – Separations – Management Inventory.

FURTHER READINGS:

1. Sharma, N. Baladev, R. Not: Bread alone, Shri Ram Centre for Industrial Relations and Human Resources, New Delhi, 1987.
2. Monappa, Arun and Saiyadain, M.S: Personnel Management, New Delhi, Tata McGraw Hill, 1981.
3. Parekek Udai and Rao, T.V:Designing and Managing Human Resources Systems, New Delhi, Oxford and IBH, 1981.
4. De, R.Nitrish,: Alternative Designs of Human Organisations, Sage Publications, New Delhi, 1984.

106CO21: Financial Accounting and Packages

1. **Introduction-** Theory and transactions- Law of equality in assets and equities.
2. **Double entry system** – rules of double entry book keeping –subsidiary books – ledger – trial balance.
3. **Cash book** – single column cashbook – Double column cash book- triple column cash book –petty cash book.
4. **Bills of exchange-** accommodation of bills- discounting of bills.
5. **Rectification of errors-** bank reconciliation statement transfer from petty cash account- capital and revenue items differed revenue items.
6. **Preparation of financial accounts** – manufacturing account – trading account – profit and loss account – balance sheet treatment of outstanding and prepared expenses – methods of depreciation- treatment of bad –debts.
7. **Single entry system-** principle- preparation of accounts conversion into double entry systems.
8. **Partnership accounts-** principles of partnership business – appropriations and capital accounts- admission- retirement-death-dissolution.
9. **Company accounts-** accounting for share capital- debentures.

FURTHER READINGS:

1. Shukla and Grewel, Advanced accountancy S. Chand & Co, New Delhi.
2. Gupta and Radha swamy, Advanced Accountancy Vol.1& 11 Sultan chand & Sons, New Delhi.

SEMESTER-II

201CO21: Management of Information systems

1. **Information for Decision Making:** Decision Marketing Conceptual Foundations of Information Systems Information Resource Management.
2. **System Development:** Overview of Systems Analysis & Design System Development Life Cycle Designing on Line & distributed Environment Design Consideration Implementation and Control of Projects.
3. **Computer Networks & Data Communications:** Trends in Information Technology Hardware Software Data Communication Concepts - Computer Networks.
4. **Managing Corporation Data Resource:** Organizing Data-Relational Data Base management Systems Query Language DBMS implementation and Future Trends.

FURTHER READINGS:

1. Dickson, Gary W and James C. Wetherbe 1985. The Management of Information System, MGH, New Delhi.
2. Award Elias M, 1990, Systems Analysis and Design, Richard D. Inwing Inc,
3. Black Upless D. Data Communications and Distributed Networks.
4. Atre S, Data base Structural Techniques for Design, Performance & Management, John Wiky & Sons, 1980.
5. Bhatnagar SC and KV Ramadevi, 1991 Computers and Information Management, A Primer for Practising Managers, PHI, New Delhi.

202CO21: Marketing Management-II

1. **PRICING AND PRICING STRATEGIES:** Concept – Importance – Objectives – Factors influencing Pricing strategies and policies: Geographic pricing – Skimming and penetration pricing – Unit pricing – Price line – Resale price maintenance – Leader presiding – Psychological pricing – Price Vs. Non-price competition.
2. **PLACING PRODUCTS:** Marketing Channels: Nature – Functions – Levels – Types of Channel flows – Channel behaviour – Channel design decisions – Channel management – Channel conflict decisions.
3. **PROMOTION PRODUCTS:** Advertising: Objectives setting – Budget Decision – Message decision Advertising evolution – Sales Promotion: Decisions in Sales Promotion – Sales promotions tools – pre-testing. – Publicity: Objectives – Decisions – Evolution – Personal Selling.
4. **MARKETING CONTROL:** Marketing Control : Annual Plan control – Strategic control – Profitability control – Marketing audit – Assessing information needs – Developing information needs – Marketing intelligence – Information systems – Marketing Research – Distinction with marketing assessments.
5. **MARKETING IN NON-BUSINESS ORGANISATIONS:** Nature – Scope – Non-Business attitudes towards marketing – Role of marketing in service sector – Organisation Marketing – Place marketing – Person marketing – Idea marketing.

FURTHER READINGS:

1. Gandhi J.C. “Marketing – A Managerial Introduction” Tata McGraw – Hill Publishing Co. Ltd., New Delhi, 1989.
2. Stantor, J. William and Futrell, Charles “Fundamentals of Marketing “ (8th Edn.) McGraw Hill International Editions, 1987.
3. Kotler, Philip “Principles of Marketing” (3rd Edn.) Prentice hall of India Pvt. Ltd, New Delhi, 1987.
4. Mandell, I. Maurice and Rosenberg, J. Larry “Marketing (2nd Edn) Prentice Hall of India, New Delhi, 1987.
5. Amarchand D. and Varadharajan B. “An Introduction to Marketing” Vikas Publishing House Pvt Ltd, New Delhi, 1986.
6. Jha and Shah “Marketing Management in Indian Perspective” Himalaya Publishing House, New Delhi, 1986.
7. Taylor, Jr., L. Jack and Robb, F. James “Fundamentals of Marketing: Additional Dimensions” (Selections from the Literature) (2nd Edn) Tata McGraw Hill Publishing Company Pvt. Ltd, New Delhi, 1978.
8. Britt, Steuart Handerson and Boyd, Jr. Harper. W. “Marketing Management and Administrative Action” (4th Edn.) McGraw Hill Kogakuso Ltd., International Student Edn. 1978.

203CO21: Finance Management-II

Unit –I: Business Finance– Definition, Features and concept of business finance – Objectives, Scope , Nature and Importance of Business Finance - Functions of Business Finance - Types of Business Finance - Sources of Business Finance

Unit-II: Environment of Business Finance & Valuation of the Firm: Forms of Business Organisation – Financial Intermediaries- Financial Markets: Money market, capital market; Valuation of the Firm: Concept of value – Book value- Market value –Valuation of Bonds or Debentures – Valuation of Preference Shares – Valuation of Equity Shares

Unit-III: Financial Management & Financial Decisions: Definition and Meaning of Financial Management- Financial goal and firms goal- Organization of Finance function – Role of Financial manager; Financial Decisions: Investment decision—Financing decision—Dividend decision—Liquidity decision

Unit-IV: Dividend decision: Dividend Policy - Determinants of Dividend policy - Dividend Theories – Traditional Position -Walter’s Model – Gordon’s Model – MM Hypothesis

Unit – V: Working Capital Management: Liquidity decision - Working Capital Policies – Working capital control and Banking policy – Estimating Working Capital Needs - Assessing Global Liquidity of Working Capital

REFERENCE BOOKS

1. I.M. Panday: “Financial Management “ Vikas Publishing House (P) Ltd
2. Chandra, Prasanna “Financial Management “ Tata Publishing House Ltd, New Delhi
3. S.N. Maheswari : “Principles of Financial Management “ Sultan Chand, New Delhi
4. Sheeba Kapil : “Financial Management “ Pearson, 2011
5. P.V. Kulakarni: “Financial Management “ Himalaya Publishing House Bombay
6. Khan & Jain : Cases in “Financial Management “ Tata Publishing House Ltd, New Delhi
7. P.C. Tulasian: “Financial Management “Sultan Chand, New Delhi
8. V.K. BHALLA: “Working Capital Management” Sultan Chand & Company Pvt Limited, New Delhi

204CO21: Human Resource Management-II

1. **Compensation:** Concept – Policies – Methods of wage payments and incentives – Employees benefits and service.
2. **Motivation:** Concept – Theories – Job satisfaction – Employees' participation and decision effectiveness.
3. **Conservative Concept:** Physical conservation Employees safety and health – Mental conservative Grievance settlement procedures – Discipline – Disciplinary proceedings Domestic enquiry – absenteeism – Turnover.
4. **Industrial relations at enterprise level:** Meaning of collective bargaining – Administering the contract – Union – Management cooperation.
5. **Human Resources Development:** Concept – Nature – Scope elements – Attitudes – Skills and skill development
6. **Methods of Human Resources development :** Potential appraisal – Individual and group coaching – Quality circles – lecture method – correspondence method – Programmed learning – binary storming – panel discussions – syndicate method – business games – Sensitivity training – T-Group training – Encounter groups – Behaviour modification – Role playing – Transactional analysis – 3.D Management.
7. **Human Resources Development Practices in India:** agencies / Institution involved in HRD – Programmes – Evaluation of HRD future and prospective of the HRD.

FURTHER READINGS:

1. Sharma, N. Baladev, R. Not: Bread alone, Shri Ram Centre for Industrial Relations and Human Resources, New Delhi, 1987.
2. Monappa, Arun and Saiyadain, M.S: Personnel Management, New Delhi, Tata McGraw Hill, 1981.
3. Parekek Udai and Rao, T.V: Designing and Managing Human Resources Systems, New Delhi, Oxford and IBH, 1981.
4. De, R.Nitish, Alternative Designs of Human Organisations, Sage Publications, New Delhi, 1984.

205CO21: Advanced Financial Accounting

1. **Financial Accounting** – Objectives and Scope – Role of Financial Advisor – Analysis and Interpretation of Financial Statements Statement of Changes in Financial Position (SCFP) Ratio Analysis.
2. **Valuation of Shares** - Need for Share Valuation Methods of Valuation Net Asset Method Yield Method Impact of earnings Growth on share Valuation Role of Fundamental Analysis and Technical Analysis in share Valuation.
3. **Valuation of Goodwill** - Factors affecting Goodwill Types of Goodwill Need for Goodwill Valuation Methods of Goodwill Valuation: Average Method Super-Profit Method Annuity Method Reconstruction External and Internal Reconstruction Alternation of Share Capital Reduction Legal Provisions.
4. **Accounts of Group Companies** - Reciprocal Stock Holdings Inter-Company transactions Preparation of Consolidated Accounts Minority interest Cost of Control of Goodwill Treatment of Unrealized Profit Treatment of dividend Consolidated Balance Sheet.
5. **Financial Reporting** - Concept Objectives Types of Financial Reporting Concept of Adequate Disclosure Benefits of Adequate Disclosure Investor's attitude towards Disclosure Management attitude towards Disclosure Recent Trends in Published Accounts Performance Highlights Value added Statements Inflation Adjusted Statements Human Resource Accounts Social Balance Sheet.

FURTHER READINGS:

1. R.L. Gupta and Radhaswamy Advanced Accounting Chakraborty Advanced Accounts
2. W. Hawkins Financial Reporting Dr. D. Prabhakar Rao Human Resource Accounting

206CO21: Research Methodology

1. **Introduction to Research Methodology:** Importance of Research in Decision Making Defining Research Problem and Formulation of Hypothesis Experimental Designs.
2. **Data Collection And Measurement:** Methods and Techniques of Data Collection Sampling and Sampling Designs attitude Measurement and scales.
3. **Data Presentation and Analysis:** Data Processing Statistical Analysis and Interpretation of Data Non-Parametric Tests Multivariate Analysis of Data Model Building and Decision Making.
4. **Report Writing and Presentation:** Substance of Reports Report Writing and Presentation of Report.

FURTHER READINGS:

1. Brown, F.E., Marketing Research, a Structure for decision making, Addison Werley Publishing Company.
2. Kothari, C.R., Research Methodology Methods and Techniques, Wiley Eastern Ltd.
3. Mustafi, C.K., Statistical Methods in Managerial Decisions, Macmillan , New Delhi.
4. Luck, D.J. et.al., Marketing Research, Prentice Hall (India), New Delhi.
5. Shenoy.G.V and Pant Madam, Statistical Methods in Business and Social Sciences, Macmillan India Ltd, New Delhi.
6. Golen, P. Steven., Report Writing for Business and Industry, Business Communication Service.
7. Gallagher, J. William, Report Writing for Management, Addison Wesley.

SEMESTER-III

301CO21: Advanced Cost Accounting

1. **Cost Accounting:** Nature and Scope Role of Cost Accounting Its relationship with other functional areas Installation of a Cost Accounting System Objectives Steps-Difficulties in Introduction of Cost Accounting System.
2. **Product Costing Approaches** Absorption vs. Direct Costing Cost Allocation Cost Allocation methods.
3. **Product Costing Methods** Job Order Costing Contract Accounts Process Costing Equivalent of effective units accounting of inter-process profits By-Products and joint products.
4. **Cost Control Techniques** Budgeting and Budgetary Control, Flexible Budgeting Standard Costing Variance Analysis Material-Labour Overheads Value analysis Life Cycle Costing Analysis (LCCA) Learning Curve Analysis (LCA).
5. **Cost Records the Cost Ledger Factory Ledger** Cost Control Accounts Cost Reports Kinds of Reports Frequency of Reporting to various levels of management.

FURTHER READINGS:

1. C.T. Horngren : Cost Accounting A Managerial Emphasis
2. N.K. Prasad : Cost Accounting
3. Nigam & Sharma :Advanced Cost Accounting
4. P.V. Ratnam :Costing Advisor

302CO21: DIRECT TAXES

UNIT -I: Concept of Taxation; Residential Status and incidence of tax, Incomes exempted from tax u/s 10, Income Tax Act of 1961.

UNIT-II : Heads of Income of Individuals; Salaries- income from house property and gain from business or profession, capital gains, income from other sources, clubbing up of income set off and carry forward of losses, deductions from gross total income, computation of total income and tax liability.

UNIT-III: Assessment of Individuals, Hindu Undivided Families, Firms, Association of Persons, Cooperative Societies.

UNIT- IV: Tax Administration; Income Tax Authorities, Assessment procedure, collection and recovery of tax, refunds, penalties and procedures, appeals and revisions.

UNIT – V: Wealth Tax, Chargeability, incidence of tax, valuation of assets, Return of wealth and assessment.

FURTHER READINGS:

1. Singhanian, C.K., Direct Taxes, Taxmann Publications, New Delhi.
2. Lal B.B., Direct Taxes, Pearson Education, New Delhi.
3. Girish Ahuja and Ravi Gupta, Direct Taxes, Bharat Publications.
4. Gaur and Narang, Direct Taxes, Kalyani Publications.
5. Manoharan T.N., Direct Taxes, Snow White Publications.

303CO21: GOODS & SERVICES TAX- I

Unit I: Introduction: Overview of Goods & Services Tax –Old Tax System and its Drawbacks - Need for Tax Reforms- Kelkar Committee on Tax Reforms - Constitutional Amendments - Introduction to GST–Concepts -Process of GST Implementation - Territorial Jurisdiction - Multiple Rates of GST.

Unit II: GST Model: Kelkar – Shah Model -Comprehensive structure of GST model in India: Advantages and Drawbacks of GST-Features of Single and Dual GST Models..

Unit-III: Taxes and Duties: Transactions & taxes covered under GST - Taxes and duties outside the purview of GST : Tax structure , computation administration of Tax on items containing Alcohol, Petroleum products and Tobacco products - Taxation of Services.

Unit-IV: Inter-State Goods and Services Tax: Major advantages of IGST Model – Interstate Goods and Service Tax: Transactions within a State under GST – Interstate Transactions under GST - Illustrations.

Unit-V: Time of Supply of Goods & Services: Scope of Supply – Place and Value of Supply – GST Rate Structure. Input Tax Credit – Tax Invoice - Distribution of Credit - Procedures and Records for Input Tax Credits - Utilization, Recovery of Input Tax Credit - Levy and Collection, Tax Liability, Reserve Charge, Composite and Mixed Supplies, Exemptions and Non-Taxable Supplies.

FURTHER READINGS:

1. Goods and Services Tax in India – Notifications on different dates.
2. GST Bill 2012.
3. Background Material on Model GST Law, Sahitya Bhawan Publications, Hospital Road, Agra - 282 003.
4. The Central Goods and Services Tax Act, 2017, NO. 12 OF 2017 Published by Authority, Ministry of Law and Justice, New Delhi, the 12th April, 2017.

304CO21: FINANCIAL REPORTING

UNIT – I: Corporate Financial Reporting – Issues and problems with special reference to published financial statements

UNIT – II: Accounting for Corporate Restructuring (including inter – company holdings)

UNIT – III: Consolidated Financial Statements of Group Companies - Concepts of a Group, purposes of consolidated financial statements, minority interest, Goodwill, Consolidation procedures – minority interests, Goodwill, Treatment of pre-acquisition and post-acquisition profit.

UNIT – IV: Consolidation with two or more subsidiaries, consolidation with foreign subsidiaries, consolidated profit and loss account, balance sheet and cash flow statement.

UNIT – V: Accounting and Reporting of Financial Instruments – Meaning, recognition, De-recognition and offset, compound financial instruments – Measurement of Financial instruments.

FURTHER READINGS:

1. RSN Pillai, Bagarathi & s. uma, Fundamentals of Advanced Accounting, Vol. 1, S.Chand, New Delhi.
2. Nehru J. Financial Reporting by diversified companies vision Books, New Delhi.
3. Hawkins David Financial Statements corporations Dow Jones- Irwin Homewood 1973.

305CO21: International Business

1. **International Business:** Role and Process: Introduction International Business (Trade) Theories.
2. **Strategic Management:** Designing Appropriate Structure Strategic Planning in MNCs Strategic Considerations.
3. **Control and Evaluation:** Introduction and Control Systems Measurement and Evaluation of Performance Multinational Corporate Culture.
4. **Management Process and Practice:** Human Resource Management in MNCs International Production and Logistics Negotiations in International Business.
5. **Multilateral Arrangements:** International Business LDCs Regional Trade Grouping and Cooperation Role of International Organisations Multilateral (Negotiated) Agreements.

FURTHER READINGS:

1. Neganthi A.R., 1988, International Management, PHI, Delhi.
2. Rugman, A.M., Licraw, D.J. and D. Booth, 1985 International Business, MGH, NY.
3. Robinson, Richard D. 1978, International Business Management, The Dryden Press, Illinois.
4. Nagesh Kumar, Multinational Enterprises in India, Routledge, London, 1990.
5. Davidson, William, H, 1982, "Global Strategic Management, John Wiley, New York.
6. Cells, L.T., Third World Multinationals, Cambridge, 1983.

306CO21: AUDITING

UNIT-I: INTRODUCTION: Basic Principles of Auditing; Evolution of Auditing - Development of Auditing since Independence; Accounting and Auditing; Objectives of an Audit; Ethical Principles of Auditing, Detection and Prevention of Errors and Fraud. Qualities of an Auditor.

UNIT-II: AUDITING AND ASSURANCE STANDARDS: An Overview, Standards setting Process, Guidance Notes, Auditing and Assurance Standards in India; Differences Between Auditing & Assurance Standards and International Standards of Auditing; Role of Auditing and Assurance Standards Board of India.

UNIT-III: ORGANISATION OF AUDIT: Audit Planning, Letter of Engagement; Preparation for Audit, Audit Program, Audit Note Book, Audit Working Papers, Audit Files, Audit Manual and Audit Evidence, Delegation and Supervision of Audit work.

UNIT-IV: INVESTIGATION OF ACCOUNTS: Differences between Auditing and Investigation - Investigation Features and Reasons, Guiding Principles and Stages of Investigation - Representation by Management as Audit Evidence, Documentation of Representation by Management.

UNIT-V: AUDITOR'S REPORT AND LIABILITIES: Object and Importance, Audit Report and Audit Certificate, Types of Audit Reports, Contents of Audit Report, Special matters to be considered in Auditing Report; Requisites of a good Audit Report; Liability of Joint Auditors, Liability of Honorary Auditor, and Liability of an Auditor appointed by Private and Public Limited Company, Specimen of Qualified Audit Report, Legal views as regard Audit Report.

FURTHER READINGS:

1. Kamal Gupta & Ashok Gupta, "Fundamentals of Auditing", McGraw Hill Education, New Delhi, 2004.
2. R.G. Saxena, "Principles and Practice of Auditing", Himalaya Publishing House, New Delhi, 2011.
3. Spicer and Pegler. "Practical Auditing", Allied Publications, 5th Edition, New Delhi.
4. Ghatalia, Principles of Auditing, PHI, New Delhi.

SEMESTER-IV

401CO21: ADVANCED MANAGEMENT ACCOUNTING

- 1. Management Accounting:** Management Accounting, Nature – Scope-Functions – Differences between Management Accounting and Financial and Cost Accounting – Emerging Trends in Management Accounting.
- 2. Cost Management:** Techniques for profit improvement, cost reduction and value analysis; Activity based costing. Target costing; cost ascertaining and pricing of products and services
- 3. Cost Volume Profit Analysis:** Relevant cost, Product sales price in a mix, Limiting factors
- 4. Pricing Decisions:** Theory of price, Product pricing, New product pricing, Pricing strategies, Pricing of services
- 5. Budgets and Budgetary Control:** Budget manual, Preparation and monitoring procedures, Budget variances, Flexible budgets, preparation of functional budget-operating and non-operating functions, cash budgets, Capital expenditure budget, Master budget, Principal budget factors.

FURTHER READINGS:

1. Shashi K.Gupta & R.K.Sharma, Accounting for Managerial Decisions, Kalyani Publishers, New delhi
2. RSN Pillai, Bagarathi & S.Uma, Fundamentals for Advanced Accounting, Vol II&IIS, Chand, New Delhi, 2006.
3. Bhattacharya S.K. Accounting for Management, Vikas Publication, New Delhi.
4. Ramachandran T. Accounting for Management, Sci Tech Publications, Hyderabad 2009.
5. Madigovda, Accounting for Managers, Himalaya Publishing House New Delhi 2010

402CO21: BUSINESS LAW

A. Industrial Law:

1. Industrial Disputes Act, 1947 – Strikes and lock outs; lay off retrenchment; Preventing and settlement of industrial disputes Works committees: Machinery for conciliation; Arbitration and Adjudication.
2. Factories Act, 1948 – Provisions regarding Health; Safety; welfare of workers; employment of women; leave and wages penalties and procedures.
3. The Employees State Insurance Act. 1948 Sickness benefit Maternity benefit; Disablement benefit; dependents benefit; funeral benefit, Medical benefit.
4. Consumer Protection Act- Environment and pollution control Act – Essential services maintenance Act.

B. Company Law:

5. Types of companies – public company, Private company; Holding company - subsidiary company; Government company – Foreign company – Board of company law Administration – Constitution, Functions and powers.
6. Formation of companies – Formalities to law complied with memorandum of association –Articles, of Association prospects.
7. Meeting – Board and shares orders – Types of Resolutions.

1. Sen Mitra : Commercial and Industrial law.

2. Gulshan, S.S & Kapoor, G.K. A Handbook of Business law.

403CO21: GOODS AND SERVICES TAX – II

Unit-I: Registration and Filing–Registration of Assesses Under GST Act - Persons liable for registration –Procedure for Registration and Cancellation - Deemed registration – Credit and Debit Notes, Accounts and Records – Retention of Records.

Unit-II: Administration: Officers under GST Act: Appointment of Officers - Powers of Officers- Delegation of Powers - Search and Seizure, Inspection, Arrest and Prosecution, Confiscation and Fine, Liability to Pay in Certain Cases, Advance ruling–Central Vs. State Powers on GST.- Role of GST Council

Unit-III: Assessment: Filing of Returns- Self-assessment - Provisional assessment – Assessment of Non-filers of returns - Assessment of Unregistered Persons –Computation of tax liability, TDS, TCS, Demand, Recovery and Adjudication, Refund -Audit by Tax Authorities.- Appeals and Revisions –Appellate Authority and its Powers - Miscellaneous Provisions.

Unit-IV: Levy and Exemption of Tax: Chargeability under GST Act 2017 – Collection at Source – GST on E-Commerce transactions - Composition Levy - Tax under Central GST and State GST - GST on Exports and Imports .

Unit- V: Apportionment of GST : - Returns under GST –Remission of Tax - Payment of Tax - Adjustment and Refund of GST. The Goods and services Tax (Compensation to states) Act 2017.

References:

1. Goods and Services Tax in India – Notifications on different dates
2. Customs Law Manual and Customs Tariff of India- R. K. Jain.
3. Background Material on Model GST Law, SahityaBhawan Publications, Hospital Road, Agra.
4. The Central Goods and Services Tax Act, 2017, No. 12 of 2017 Published by Authority, Ministry of Law and Justice, New Delhi, 12th April 2017.

404CO21: STRATEGIC FINANCIAL MANAGEMENT

UNIT – I : Financial Goals and Strategy – Shareholder Value Creation (SCV) : Market Value Added (MVA) – Market-to-Book Value (M/BV) – Economic Value Added (EVA) – Managerial implications of shareholders, Value creation.

UNIT – II: Financial Strategy for Capital Structure: Leverage effect and Shareholders' Risk – Capital Structure Planning and policy – Financial Options and Value of the Firm – Dividend Policy and Value of the Firm.

UNIT – III: Investment Strategy – Techniques of Investment Appraisal Under Risk and Uncertainty – Risk Adjusted Net Present Value – Risk Adjusted Internal Rate of Return – Capital Rationing – decision Tree Approach for Investment Decisions.

UNIT – IV: Merger Strategy – Theories of Mergers – Horizontal and Conglomerate Mergers – Merger Procedure – Valuation of Firm – Financial Impact of Merger – Merge and Dilution effect on Earnings per Share – Merger and Dilution Effect on Business Control.

UNIT – V: Takeover Strategy – Types of takeovers – Negotiated Hostile Bids – Take over Procedure – Takeover Defenses Takeover Regulations of SEBI – Distress Restructuring Strategy – Sell offs – Spin Offs – Leveraged Buyouts.

FURTHER READINGS:

1. Coopers & Lybrand, Strategic Financial: Risk Management, Universities Press (India) Ltd.
2. Robichek,A, and Myers, S., Optimal Financing Decisions, Prentice Hall Inc.
3. James T.Gleason, Risk: The New Management Imperative in Finance, A jaico Book.
4. Van Horn JC. Financial Management and Policy, Prentice Hall.
5. Prasanna Chandra, Financial Management Theory and Practice, Tata McGraw Hill.
6. Weston JF, Chung KS & Hoag SE., Mergers, Restructuring & Corporative Conrol, Prentice Hall
7. Pandey IM, Financial Mangement, Vikas.
8. Shiva Ramu, S., Corporate Growth through Mergers & Acquisitions, Response Books (A Division of Sage Publications)
9. Khandawalla PN, Innovative Corporate Turnarounds, Sage Publications.

405CO21: INTERNATIONAL ACCOUNTING

UNIT – 1: INTERNATIONAL ACCOUNTING: AN OVERVIEW: Development of International Accounting- Scope of International Accounting. Importance of International Accounting.

UNIT - 2 : FOREIGN CURRENCY TRANSACTION AND TRANSLATION: Definition of Foreign Currency transaction and Translation, Need for and issues involved in Foreign Currency Translation, Process of recording foreign (international) Transactions, Accounting Treatment of Forward Currency Translations, Techniques of Foreign Currency Translations, Treatment of Translation Gains and Losses.

UNIT – 3: ACCOUNTING FOR PRICE LEVEL CHANGES: Concepts and Forms of Price Level Changes- Types of Price Level Changes Common Phenomenon of Price Level Changes- Need for Price Level Changes Adjustments- Factors Causing Distortions to Accounting Profit vis-à-vis financial statements-

UNIT- 4: TRANSFER PRICING: Need for Transfer Pricing- Factors Governing Transfer Pricing Policy- Methods of Transfer Pricing- Transfer Pricing Methods- Comparison- Transfer Pricing Methods in practice- Fixing a minimum Transfer Pricing

UNIT- 5: SEGMENT REPORTING: International GAAP on Segment Reporting- Difference between Business, Geographical, Reportable Segment- Disclosure Requirements- Indian GAAP on Segment Reporting- Segment Reporting in Practice- Corporate Disclosure in Practice

INTERNATIONAL FINANCIAL REPORTING: Provision of International GAAP on Interim reporting-IAS 34 on Interim Financial Reporting- Disclosures in Interim Financial Reporting- Comparative statements

FURTHER READINGS:

1. A.K. Das Mohapatra, International Accounting, Prentice Hall of India, 2007.
2. Frederick D.S.Choi, Gary K. Meek, International Accounting, Pearson Education,2007
3. Shahrokh M. Saudagaran, International Accounting- A user Perspective, Thomson south-western, 2007

406CO21: BUSINESS ETHICS & CORPORATE GOVERNANCE

UNIT –I: Introduction to Business Ethics: Definition – Principles of Personal Ethics – Principles of Professional Ethics – The Development of Business Ethics – Importance and Need for Business Ethics – Significance of Business Ethics – Values and Ethics in Business.

UNIT –II: Corporate Governance – Definitions – Historical Perspective of Corporate Governance – Significance of Corporate Governance in Developing Countries – Issues in Corporate Governance – Major thrust areas of Corporate Governance – Indian model of Corporate Governance.

UNIT–III: Ethical Decision making in Business – Ethical Decision making with Cross – holder conflicts and competition – Applying Moral philosophy to Ethical decision making – Kohlberg's Model of Cognitive Moral development – Influences on Ethical Decision making.

UNIT–IV: Globalization and Business Ethics – Growth of Global Corporations – Factors Facilitating Globalization – Role of Multinational Corporations – International Business Issues – International Codes of Business conduct – Challenges of Globalization in the context of Growing market economies – Key Global issues for Business – Corporate Governance is a pre-requisite for Globalization.

UNIT–V: Corporate social responsibility: Definitions of CSR – Models for implementation of CSR – CSR as a business strategy for sustainable development – Advantages of CSR – Scope of CSR – Understanding Social Responsibility of Business – Protecting and Promoting stake holder's interests.

FURTHER READINGS:

1. Business Ethics – A Case perspective – O.C. Ferrell, John Fraedrich and Linda Ferrell Cengage Leachery
2. Business Ethics – An Indian Perspective – A.C. Fernando. Pearson

DURATION OF THE PROGRAMME:

Minimum: Two Academic Years from the year of joining of the course (Four Semesters).

Maximum: Five Academic Years from year of joining of the course for securing First Class or Second Class.

INSTRUCTIONAL DELIVERY MECHANISM:

University has its own faculty for M.Com. department and all the faculty members will act as resource persons. Our University has blended mode delivery mechanism i.e., ICT and Conventional modes.

MEDIA OF DELIVERY MECHANISMS:

- **Printing:** The study material delivery media include Printing of books which are issued to the students who are enrolled for the programme.

- **Online:** On line PDF format content is also given access to the students who wish to study through online mode.

- **Audio Video Materials:** Audio Video material is also available for students for better understanding of the course material.

- **Conducting virtual classes:** Virtual classes are also being conducted at regular intervals for students.

- **Interactive sessions, and Discussion boards:** In distance Education, face to face contact between the learners and their tutors is relatively less and therefore interactive sessions are conducted. The purpose of such interactive session is to answer some of the questions and clarify doubts that may not be possible in other means of communication. This programme provides an opportunity to meet other fellow students. The Counsellors at the study centres are expected to provide guidance to the students. The interactive sessions are conducted during week ends and vacations to enable the working students to attend.

- **Student support services:** Student support services include Internet enabled student support services like e-mails, SMS and even an app is planned. Student feed back mechanism is created and feed back is designed. Student Learning Management System (LMS) is customized to every student. For every student customized examination management system (EMS) is also created facilitating self evaluation, demo tests, model question papers and periodical Internal Assessments.

- **Credit System:** University has adopted Choice Based Credit System (CBSE) under semester mode from 2013. The same has been approved by relevant Statutory boards in Distance mode also.

- **Admission procedure:** In M.Com. (Accountancy) programme candidates can take admission directly. For this purpose, CDE, ANU will advertise for admissions. Then candidates should apply in prescribed format of the CDE after publication of the advertisement.

- **Eligibility Criteria:** The eligibility for admission into this course is B.Com / BBM.

- **Fee Structure:** The total course fee is Rs.15.480/-.

- **Policy of programme delivery:** Our University has blended mode delivery mechanism i.e., ICT and Conventional modes. In conventional mode printed material is given and also online mode of delivery with learning management system is adopted.

- **Activity planner:** There is an yearly academic plan and as per plan interactive sessions, assignments, examinations etc are conducted to the candidates.

- **Evaluation System:** Periodical progress of learning is evaluated by web based feed back mechanism in the Learning Management System. Evaluation of learner progress is conducted as follows:

- (i) The examination has two components i.e., continuous evaluation by way of assignments (30 %) and term end University Examination (70 %).

- (ii) Each student has to complete and submit assignment in each of the theory paper before appearing to the term end examination. The term end examination shall be of 3 hours duration.

- (iii) Minimum qualifying marks in each paper is 40 % individually in internal and term end examination. The candidates who get 60 % and above will be declared as pass in First Division, 50 % to below 60 % as Second Division and 40 % to below 50 % as Third Division.

- (iv) The Centre for Distance Education, Acharya Nagarjuna University will conduct the examinations, evaluations and issue certificates to the successful candidates.

- (v) All the term end examinations will be conducted at the examination centres fixed by the CDE.

- (vi) Qualitatively the examinations conducted for the students of the Distance Education are on par with the examinations conducted for the regular University students.


LIBRARY SUPPORT AND LIBRARY RESOURCES: The M.Com. (Accountancy) programme is based on the theory and does not contain practical papers. Hence, no need of Laboratory support. However, University Library is accessible to all the students of distance education. University provides computer library facility with internet facility to learners for their learning. Additionally every department in the University has a well equipped library which is accessible to all the students. CDE also provides a compendium of web resources to every student to support learning.

COST ESTIMATE: The Programme fee for I year is Rs.6,730/-, and II year is Rs. 8,750/-. The university will pay the remuneration to Editors and lesson writers as per university norms. DTP charges, Printing of books and Examination fees will be paid by the ANUCDE as per prescribed norms. This institution is providing high quality programmes at low cost.

QUALITY ASSURANCE: Quality assurance comprises the policies, procedures and mechanisms which that specified quality specifications and standards are maintained. These include continuous revision and monitoring activities to evaluate aspects such as suitability, efficiency, applicability and efficacy of all activities with a view to ensure continuous quality improvement and enhancement. The programme is designed with a focus on the proposed learning outcomes aimed at making the learner industry ready also for career advancement, enterpreneurial development, and as wealth creators. There is a continuous evaluation of learning and of competence internally and also by ICT enabled feed back mechanism and Centre for Internal Quality Assurance (CIQA). The University ensures maintaining quality in education provided through open and distance learning mode. As per the need of the information society and professional requirement, the University ensures to change the mechanism from time to time along with enhancement of standard in course curriculum and instructional design. Therefore, the outcomes of the programme can meet the challenges in the changing society.


DIRECTOR

CENTRE FOR DISTANCE EDUCATION
ACHARYA NAGARJUNA UNIVERSITY
NAGARJUNA NAGAR - 522 510.


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