

19. SYLLABUS FOR COMPETITIVE EXAMINATION FOR THE POST OF TEACHING ASSOCIATE IN ACCOUNTANCY AND BUSINESS STATISTICS

A- Financial Accounting

Introduction, meaning of Book-Keeping, Accounting and Accountancy, Distinction between Book-Keeping and Accounting, Accounting Process, Objectives of Accounting, Various users of Accounting information, Limitations of Accounting, Accounting Terminologies, Accounting Concepts, Principles and Conventions. Accounting Standards (Indian Accounting Standards), International Financial Reporting Standards (IFRS), Recording of Transactions Secondary Books, Trial Balance and Rectification of Errors, Final Accounts with adjustment entries, Closing entries, Financial Statements. Bank Reconciliation Statement, Bills of Exchange, Partnership Accounts- Admission of a Partner, Retirement of a Partner, Death of a Partner, Piecemeal Distribution of Cash and Amalgamation of firms, Depreciation Accounting, Price Level Changes Accounting, Hire Purchase and Instalment Payment Methods, Voyage Accounts, Accounting from Incomplete Records, Accounting Methods for Non-Profit making organisations.

B - Corporate Accounting

Introduction to Company Accounts, Kinds of Companies, Formation of Companies, Share Capital, Issue of Shares, Under Subscription and Over Subscription, Issue of shares at premium and discount, Buy-back of shares and Treasury stock, Accounting treatment and Ledger Preparation, Issue of Bonus and Right shares, Consolidation and split of shares, Redemption of Preference shares and Issue and Redemption of debentures, Preparation of final accounts with calculation of Managerial Remuneration, Disposal of Company profits and Distribution of Dividend, Accounts of Banking and Insurance Companies, Valuation of Goodwill, Valuation of shares, Amalgamation of Companies, Internal and External Reconstruction of companies (including scheme of Reconstruction) Accounts of Holding and subsidiary companies Liquidation of a Company, Double Account system (Accounting for public utilities companies Problems of merger and acquisition. Accounting for agricultural forms, Government Accounting, corporate social Accounting Accounts of Solicitors, Accounts of Hospitals. Forensic Accounting, Accounting for tour and travel agencies, Basic financial and Accounting System for MFIS.

C - Cost Accounting

Concept of Cost and Cost Control, Cost Accounting methods (Job costing, Batch costing, Contract costing or Terminal costing, process costing including inter process profit, Single output or unit costing, Operating costing, Operation costing, Multiple or composite costing, Departmental costing and uniform costing), Non-Integrated and Integrated cost Accounting system. Marginal Costing and Break-Even Analysis, Decisions based on Marginal Costing techniques, Budgetary Control and Preparation of various types of Budgets, Standard Costing and Ascertainment of Material, Labour, Overhead and Sales Variances, Activity Based Costing.

Transfer Pricing, Life Cycle Costing, Strategic Cost and Performance Evaluation, Mechanic Accounting and E.D.P, Productivity Accounting and Implication of Computers for Cost Control and Cost reduction, Programmes and Planning, Employee's Participation in cost reduction programmes.

D - Management Accounting

Objectives and Scope of Management Accounting, Ratio Analysis, Preparation of Fund Flow Statement and Cash Flow Statement. Capital Structure- Theories and Decisions, Cost of Capital, Working Capital Management, Capital Budgeting and Expenditure Decisions, Dividend Decisions, Balance Score Card, Measurement and Performance - ROI, MVA, EVA and Risk Analysis. Value added Accounting, Human Resource Accounting, Responsibility Accounting, Operating and Financial leverages, Trading on Equity, Lease Financing, Inventory management.

E. Taxation: Direct Tax

Income Tax Law and Rules with reference to assessment of Individuals, HUF, Firm, AOP and Companies, Assessment Procedure and types of Assessment, Advance payment of tax, Tax deduction at source, Refund of tax, Double taxation, Tax Avoidance and Tax Evasion. Introductory part of Tax Planning with special reference to salaried employees and individuals. Minimum Alternate Tax Net.

Indirect Tax

Custom duty - Role of custom in International Trade, Important Terms and definitions under the custom Act, 1962, Assessable value , Baggage, Bill of entry Dutiable goods, Duty Exporter, Foreign going Vessel, Aircraft goods, Import Manifest, Importer, prohibited goods, Shipping Bill, Stores, Bill of lading, Export manifest, Letter of credit, Kind of Duties, Prohibition of Export and Import of Goods and Provisions regarding notified and specified goods, Import of Goods- Free import and Restricted import, Types of Import- Import of cargo, Import of personal Baggage, Import of stores, Tax Liability and Valuation of goods, computation of custom duty. Appeals and revisions.

CGST/SGST

Important terms and definitions under Central Goods and Service Tax Act 2017 and State and Service Tax Act 2017. Basics of GST. Meaning and scope of Supply, Levy and collection of Tax. Time and value of supply of goods and/or Services, Input Tax Credit, Transitional Provisions, Registration under CGST/SGST Act. Filing of Returns and Assessment, Payment of Tax including payment of tax on reverse charge basis, Refund under the Act. Maintenance of Accounts and Records, Composition Scheme, Job work and its Procedure, Various Exemptions Under GST. Demand and recovery under GST. Miscellaneous provisions. IGST-Scope of IGST, important terms and definitions for determining the place of supply and place of supply of goods and services, Zero rated supply.

F. Auditing:

Meaning, Objectives and Types of Audit. Internal Control, Vouching and Verification of Assets and Liabilities. Assurance and Audit standards, Audit Programme, Working Papers, Documentation, Audit Reports Audit of Companies Appointment, Removal, Rights, Duties and Liabilities of Auditor. Audit of Banks, Insurance Companies, Charitable Trust and Educational Institutions, Management Audit, Efficiency Audit, Cost Audit, EDP Audit, Environmental Audit, Social Audit, Performance Audit, Tax Audit and Audit of Accounting Information System.

G. Business Statistics and Operation Research:

Introduction, Definition and Functions of Statistics, Measures of Central Tendency, Dispersion, Skewness, Moments, Kurtosis, Sheppard's Correction and Conditions for applying it, Index Numbers, Analysis of Time Series, Interpolation and Extrapolation, Vital Statistics, Correlation and Regression Analysis, Multiple Regression, Association of Attributes, Statistical Decision Theory, Sampling, Test of Hypothesis, Sampling and Non-Sampling errors, Sampling distributions and Standard Error, Sampling Methods, Large and Small Sample Analysis, Sampling of Attributes and Variables, Test of Significance. Z-Test, T-Test, F-Test, Theoretical Frequency Distributions, Probability, Analysis of Variance and Design of Experiments. Linear Programming, Network Analysis-PERT and CPM, Game Theory, Replacement Theory. Statistical Quality Control Discriminant Analysis.
