

**MASTER OF COMMERCE (Financial Accounting) - FIRST SEMESTER**  
**101 – BUSINESS ENVIRONMENT**

(Common to M.Com, M.Com -Computer Applications,  
M Com –Financial Accounting and M Com –Banking & Insurance - under CBCS)

Class Hours : 5 ppw

Credits: 5

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- Unit-I:** Business Environment – significance – Types of Environment – Internal and External Environment – Micro and Macro Environment – Environmental Analysis Stages – Approaches – Techniques of Environmental Analysis – Steps – Types and Techniques of Environmental forecasting – Benefits and limitations.
- Unit-II:** Economic Environment – Economic System – Capitalism – Communism and Mixed Economy – Economic Reforms – Economic Policies – Industrial Policies – Trade policies – Fiscal and Monetary Policies – Economic Development and Role of Government – Technological Environment – features – Impact – Technology transfer.
- Unit-III:** Politico – Legal Environment – Political Institutions – Legislative – Executive and judiciary – Constitution of India – Fundamental rights – Directive Principles of State policy – Business Responsibilities to Government – Government responsibilities to business – Legal framework of Business- Regulatory Institutions- TRAI-SEBI-IRDA- Electricity Regulatory Agencies- Central Electricity Regulatory Commission-Telangana State Electricity Regulatory Commission (TSERC) .
- Unit-IV:** Socio-Cultural Environment – Business and Society – Objectives of Business – Social Responsibilities of Business – Business and culture – Cultural dimensions – Social audit – Nature – Evolution – benefits – Social Audit in India – Business Ethics – Nature Sources – Managing Ethics – Corporate Governance – Nature and Mechanism.
- Unit-V:** Global Environment – Globalisation – Meaning and Dimensions –Stages – Drivers and effects of Globalisation – Players in Global Business – Benefits and problems of MNCs – Challenges of global Business – WTO and India – Foreign Direct Investment – (FDI) Foreign Institutional Investors (FIIS).

**Suggested Readings**

1. Francis Cherunilam, **Business Environment Text and Cases**, Himalaya Publishing House, Text and Cases, Himalaya Publishing House, 2014.
2. Aswathappa K, **Essentials of Business Environment**, Himalaya Publishing House, 2014.

**References**

1. Faisal Ahmed and Absar Alam.M, **Business Environment: Indian and Global Perspective**, Prentice Hall of India, 2014.
2. Veena Keshav Pailwar, **Business Environment**, Prentice Hall of India Private Limited, 2014.
3. Justin Paul, **Business Environment: Text and Cases**, Tata McGraw-Hill Publishing Company Limited, 2008.
4. Sukumar Nandi, **International Business Environment**, McGraw-Hill Education Company Limited, 2010.
5. Fernando A.C, **Business Environment**, Dorling Kindersley India Pvt. Ltd, 2011.
6. Ian Worthington and Chris Britton, **The Business Environment**, Pearson Education Limited, 2014.

## 102 - MANAGERIAL ECONOMICS

(Common to M.Com, M Com –Financial Accounting and M Com –Banking & Insurance - under CBCS)

Class Hours : 5 ppw

Credits: 5

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- Unit-I:** Introduction to Managerial Economics – Nature – Scope – Applications of Micro Economics and Macro Economics – Need and Significance – Theory of firm - Business objectives of Organization
- Unit-II:** Demand and Supply Analysis – Concepts – Determinants of Demand – Law of Demand- Elasticity of Demand – Price Elasticity of Demand- Income Elasticity of Demand-Cross Elasticity of Demand- Supply function – Law of Supply – Exceptions to the Law of Supply – Demand forecasting – Objectives and methods
- Unit-III:** Production and Cost functions – Cobb Douglas Production function – Isoquants – Isocosts – Production Equilibrium – Returns to Scale – Cost function – Behaviour of costs in Short run and Long run – Economies and Diseconomies of Scale
- Unit-IV:** Structure of Competition – Price and Output decisions in Perfect Competition – Monopoly – Monopolistic Competition – Oligopoly – Barriers to Entry – Pricing – Dual Pricing – Discriminatory Price – Pricing methods and Strategies.
- Unit-V:** Concept of Industry – Plant – Firm - Industry – Factors influencing size of firm – Optimum firm – Location and size decisions – Measurement of Efficiency – Productivity – Profit-Policy – Planning- Controlling and Forecasting

### Suggested Readings

1. Mote V.L., Paul Samuel, Gupta G.S., **Managerial Economics – Concepts and Cases**, Tata McGraw Hill Publishing Company Limited, 2013.
2. Varshney R.L., Maheshwari K.L., **Managerial Economics**, Sultan Chand and Sons, 2014.

### References

1. Mehta P.L., **Managerial Economics**, Sultan Chand & Sons (P) Limited, 2007.
2. Joel Dean, **Managerial Economics**, Prentice-Hall of India Pvt. Limited, 2010.
3. Mithani, D.M., **Managerial Economics**, Himalaya Publishing House Pvt. Limited, 2010.
4. Robinson E.A.G., **Structure of Competitive Industry**, NISBET & Co. Limited, 1958.
5. Justin Paul, Leena Kaushal and Sebastian VJ., **Managerial Economics**, Cengage Learning India, 2012.
6. Christopher R.Thomas and Charles Maurice.S., **Managerial Economics**, McGraw Hill Education (India) Private Limited, 2014.

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## 103 – CORPORATE FINANCIAL ACCOUNTING

(Common to M.Com, M.Com -Computer Applications,  
M Com –Financial Accounting and M Com –Banking & Insurance - under CBCS)

Class Hours : 5 ppw

Credits: 5

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- Unit-I:** Company Accounts – Legal provisions relating to Company Accounts – Profit and Loss Account – Balance Sheet – Valuation of Shares and Goodwill – Methods(simple problems)
- Unit-II:** Accounting for Mergers and Amalgamations –Types of Restructuring –Nature of Merger and Amalgamation- Purchase Consideration –Exchange Ratio- Minimum and Maximum Exchange Ratio-Intrinsic Value of Share-Accounting Entries in the Books of Transferring Company- Accounting in the Books of Transferee Company- Pooling of Interest method – The Purchasing Method (simple problems)
- Unit-III:** Inflation Accounting – Meaning – Need – Scope – Approaches –Current Cost Accounting – Current Purchasing Power (simple problems)
- Unit-IV:** Investment Accounting – Meaning – Need – Investment Transactions – Ex-dividend – Cum – Dividend – Treatment of Interest and Dividend – Lease Accounting-Disclosure- Journal Entries- Schedule of Payment – Sale and Lease back Transactions (Simple problems)
- Unit-V:** Accounting of Public utilities – Nature – Significance – Public utility Accounts — Fund Accounting- Double Accounting – Accounting of Electricity Undertakings including Distribution of Surplus (Simple Problems) –Human Resource Accounting – Approaches.

### Suggested Readings

1. Gupta R.L. and Radhaswamy M., **Advanced Accountancy**, Sultan Chand and Sons, 2014.
2. Jain SP. And Narang KL, **Advanced Accountancy**, Kalyani Publishers, 2013.

### References

1. John Gabriel S., and Marcus A., **Financial Accounting**, Tata McGraw Hill Education Private Limited, 2010.
2. Bhattacharyya S.K., and John Dearden, **Accounting For Management: Text and Cases**, Vikas Publishing House Private Limited, 2009.
3. Shukla M.C., Grewal T.S., and Gupta S.C., **Advanced Accounts**, Sultan Chand Limited, 2006.
4. Narayana Swamy R., **Financial Accounting – A Managerial perspective**, PHI Learning Private Limited, 2014.
5. Mukherjee A., and Hanif M., **Corporate Accounting**, Tata McGraw-Hill Publishing Company Limited, 2006.
6. Rajasekaran V. and Lalitha R., **Financial Accounting**, Pearson Education, 2011.
7. Mukherjee A and Hanif M., **Financial Accounting**, Mc Graw Hill Pvt Ltd 2012

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## 104- QUANTITATIVE TECHNIQUES

(Common to M.Com, M.Com -Computer Applications,  
M Com –Financial Accounting and M Com –Banking & Insurance - under CBCS)

Class Hours : 5 ppw

Credits: 5

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- UNIT – I :** **Statistical Decision Theory:** Decision Theory Introduction – Meaning and Definition – Steps in Decision Theory — **Ingredients of Decision problem:** Acts, States of nature or events, Payoff table, Opportunity Loss table – Decision making under Certainty – Decision making under Risk – Decision making under Uncertainty – Optimal. **Game Theory:** Concept and applications of game – Two – Person – zero-sum game – Value of the Game – Competitive situations – Pure (with saddle point) and Mixed strategy (without saddle point) Games – Dominance Method – Limitations of Game theory. (Theory and Problems).
- UNIT – II:** **Theory of Probability and Probability Distributions:** Probability Meaning and definition of probability – Approaches – Axioms – Additive and Multiplicative theorems – Conditional probability theorem; **Bayes theorem:** Meaning and its application; **Theoretical frequency Distributions:** Classification – Binomial – Poisson – Normal Distributions (Theory and Problems).
- UNIT – III:** **Sampling and Testing of Hypothesis: Sampling** Meaning – Random and non-random sampling - Merits and demerits; **Hypothesis:** Meaning and steps in testing of hypothesis – Type I and Type II errors – Standard Error – Point and Interval estimates; **Testing of Hypothesis:** Sampling of Attributes – Sampling of Variables –**Parametric Tests -Large Sample tests:** Difference between means and Standard Deviation tests; **Small Samples Tests** – t-distribution and its application
- UNIT - IV:** **Analysis of Variance:** ANOVA - Meaning – Significance– **Classification of ANOVA:** One-way classification –Two-way classification (Problems).
- UNIT – V:** **Non-Parametric Tests:** Meaning – Difference between Parametric and Non-parametric tests –**Types of non-parametric tests:** One sample sign test -One sample run - The Mann Whitney U-test – Kruskal Wallis H-test; **Chi-square test:** Types of Association and Coefficients – Yule’s Coefficient - – Yates Correction – Coefficient of Contingency – Test for Goodness of Fit (Problems)

### Suggested Readings

1. Gupta S.P., **Statistical Methods**, Sultan Chand and Sons, 2014.
2. Beri G.C., **Business Statistics**, Tata McGraw-Hill Education, 2010.

### References

1. Richard I. Levin and David S.Rubin., **Statistics for Management**, Pearson Education, 2009.
2. Gupta.S.C., and Kapoor V.K., **Fundamentals of Applied Statistics**, Sultan Chand & Sons (P) Limited, 2008.
3. Srivastava U.K., Shenoy G.V., and Sharma S.C., **Quantitative Techniques for Managerial Decisions**, New Age International (P) Limited., 2005.
4. Amir D. Aczel, and Jayavel Sounderpandian., **Complete Business Statistics**, Tata McGraw-Hill Education Private Limited, 2012.
5. Vohra N.D., **Quantitative Techniques in Management**, Tata McGraw-Hill Publishing Company Limited, 2007.
6. Bruce L.Bowerman, Richard T.O’Connell and Emily S.Murphree., **Business Statistics in Practice**, McGraw Hill Education (India) Private Limited, 2014.

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## 105- ORGANISATION THEORY AND BEHAVIOUR

(Common to M.Com, M.Com -Computer Applications,  
M Com –Financial Accounting and M Com –Banking & Insurance - under CBCS)

Class Hours : 5 ppw

Credits: 5

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- Unit I: Introduction to Organisation and Behaviour:** Organisation – Definitions and Characteristics – Principles of Organisation. Organisational Behaviour: Meaning – Definition - Factors influencing organisational behaviour - Significance - Emergence of Organisational Behaviour - Contributing Disciplines - Emerging challenges to organisational behaviour -Understanding Human Behaviour: Similarities and dissimilarities.
- Unit-II: Individual Behaviour in Organisations:** Personality – Definitions – Characteristics – Determinants - Personality Traits Influencing Organisational Behaviour - Models of Human Personality: Rational Economic, Administrative, Social, Organisational, Self-Actualising - Perception: Definitions, Process, Factors influencing Perception, Distortions in Perception - Attitudes: Definitions and Formation of Attitudes - Learning: Definitions, Learning Process, Classical Conditioning, Operant Conditioning, Social Learning Theories.
- Unit III: Group Behaviour in Organisations:** Groups Meaning – Formation - Group Development -Types of Groups - Group Dynamics: Definitions Group Behaviour: Group Cohesiveness, Norming, Thinking, Risk Shift, Social Loafing - Team Development: Meaning, Definitions, Groups vs. Teams, Team Development, Using Teams for Organisational Building - Conflicts: Definitions, Process, Drives for Conflicts, Types, Outcomes, Conflict Resolution Techniques.
- Unit IV: Behavioural Basis of Organisation Theory:** Organisation Process - Elements of Organisation Structure: Types of Organisational Designs – Behaviour implications of Organisational Design – Authority and Power – Delegation and Decentralisation - Span of Management – Line and Staff. Organisational Change: Meaning – Need - Types – Resistance to Change and Overcoming Resistance.
- Unit V: Organisational Communication and Leadership** –Communication- Meaning - Process – Barriers – Overcoming Barriers. Leadership: Meaning – Styles – Managerial Grid – Traits Vs. Situational – Transformational Leadership – Leadership for Millennium Organisations. Motivation: Meaning – Motivators – Maslow and Herzberg Theories of Motivation – Approaches to Motivating Employees. Stress: Meaning –Individual - Organisational dimensions of Stress- Stress Management Techniques: Individual and Organisational.

### Suggested Readings

1. Greenberg Jerald and Baron A Robert, **Behaviour in Organisations**, Prentice Hall of India Learning Private Limited, 2009.
2. Sarma V S Veluri, **Organisational Behaviour - An Interactive Learning Approach -Text and Cases**, Jaico Publishing House, 2009.

### References

1. Robbins P Stephen, Judge A Timothy and Sanghi Seema, **Organizational Behavior**, Pearson Education, 2009.
2. McShane L Steven and Mary Von Glinow., **Organizational Behavior**, McGraw Hill Education India, 2010.
3. Rae Andre., **Organizational Behavior – An Introduction to Your Life in Organizations**, Pearson Education, 2009.
4. Slocum W John and Hellriegel Don, **Fundamentals of Organizational Behaviour**, Cengage Learning India Private Limited, 2007.
5. Newstrom W John, **Organizational Behavior – Human Behavior at Work**, Tata McGraw Hill Publishing Company Limited, 2008.
6. Suja R Nair, **Organisational Behaviour – Text & Cases**, Himalaya Publishing House, 2010.

**MASTER OF COMMERCE ( Financial Accounting) - FIRST SEMESTER**  
**201 – MARKETING MANAGEMENT**

(Common to M.Com, M.Com -Computer Applications,  
M Com –Financial Accounting and M Com –Banking & Insurance - under CBCS)

Class Hours : 5ppw

Credits: 5

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- UNIT-I: INTRODUCTION:**– Marketing Management – Definition – Core concepts – Nature, scope and importance of marketing – Evolution of marketing concepts – Role of marketing in economic development – Functions and tasks of marketing management – Marketing mix – Recent trends in marketing.
- UNIT-II: MARKET ANALYSIS** - Marketing environment – Macro and Micro components and their impact on marketing decisions- Competitive Marketing Strategies- Market Leader, Challenger, Follower and Nicher – STP marketing – Market segmentation – Concept – Bases and process – Target market selection – Positioning – Concept , bases and process - Consumer behavior- Concept - Factors influencing consumer behavior – Consumer buying decision process – Marketing research - Steps and process.
- UNIT-III: PRODUCT AND PRICING DECISIONS** – Concept of product – Classification – Levels –Product line decisions - New product development – Product life cycle and its implications – Branding and packaging decisions. Price – Concept –Objectives - Factors influencing pricing decisions – Methods of Pricing- Cost based, demand based and competition based pricing strategies – Initiating and responding to price changes.
- UNIT-IV: PLACE DECISIONS** – Channels of distribution – Concept – Levels – Functions and types of distribution channels – Channel management decisions – Channel conflict – Channel cooperation – Retailing and wholesaling. Physical distribution decisions - Concept - Importance – Components of physical distribution (market logistics) – Market logistics decisions – Direct marketing – Major channels of direct marketing.
- UNIT-V: PROMOTION DECISIONS** – Promotion mix – Integrated marketing communication – Concept , process – Nature and importance of advertising – Advertising copy – Media selection – Advertising budget – Measurement of advertisement effectiveness - Personal selling – Nature and importance – Process – Sales force management – Recruitment ,selection ,training ,compensation and control of sales force – Sales promotion – Objectives – Techniques.

**Suggested Readings**

1. Kotler.P, Keller K.L., Koshy.A., and Jha.M, **Marketing Management : A South Asian Perspective**, Pearson Education Limited, 2014.
2. Stanton W.J., Michael J.Etzel and Bruce J.Walker, **Fundamentals of marketing**, McGraw-Hill publications, 1997.

**References**

1. Ramaswamy V.S., and Namakumari S., **Marketing Management: Planning, Implementation and Control**, Macmillan India publishers, 1991.
2. Rajan Saxena, **Marketing Management**, Tata McGraw Hill Education Private Limited, 2009.
3. Gandhi, J.C., **Marketing: A Managerial Introduction**, Tata McGraw-Hill Publishing Company Limited, 1985.
4. Kazmi S.H.H., **Marketing Management : Text and Cases**, Excel Books, 2007.
5. Michael R.Czinkota and Masaaki Kotabe, **International Marketing**, Cengage Learning, 2013.
6. Arun Kumari and Meenakshi N, **Marketing Management**, Vikas Publishing House, 2010.

## 202 – FINANCIAL MANAGEMENT

(Common to M.Com, M.Com -Computer Applications,  
M Com –Financial Accounting and M Com –Banking & Insurance - under CBCS)

Class Hours : 5ppw

Credits: 5

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- UNIT-I: INTRODUCTION:** Finance Function – Concept, Classification, Scope, Goals and Functions of Finance, Risk-Return – Trade-off; **Forms of Business Organization** –Tax Environment, Financial Environment and Financial Regulation; **Time Value of Money** – Concept, Time Preference for Money, Present Values, Future Values and their Computation.
- UNIT-II: FINANCING DECISION: Capital Structure** – Concept, Source of Long Term Capital and their relative merits and demerits, Optimum Capital Structure, and Determinants of Capital Structure; **Cost of Capital** – Definition, Concepts of Cost, and Measurement of Specific Costs of Capital and Firm’s Weighted Average Cost of Capital; **Capital Structure and Firm’s Value** – Net Income Approach, Net Operating Income Approach, Traditional Position, Modigliani and Miller Position, and Taxation and Capital Structure; **Capital Structure Decision** - Leverage Analysis: Concepts of Operating and Financial Leverage and EBIT – EPS Analysis (Simple Problems).
- UNIT-III: INVESTMENT DECISION: Capital Budgeting Decision** – Meaning, Characteristics, Process and Significance; **Estimation of Cash Flows** – Elements of Cash Flow Stream and Basic Principles of their Estimation **Methods of Evaluating Alternative Investment Projects** – Payback Period, Adjusted Payback Period, Accounting Rate of Return, Net Present Value, Internal Rate of Return and Modified Internal Rate of Return, and Benefit-Cost Ratio(Simple Problems), Capital Rationing and Capital Budgeting; Inflation and Capital Budgeting.
- UNIT-IV: DIVIDEND DECISION: Dividend Policy and Firm’s Value** – Models in which Investment and Dividend Decisions are related- Walter and Gordon’s Models, Traditional Position, Miller and Modigliani Model(Simple Problems) - Financial Signaling; **Dividend Decision** – Types of Dividend, Stock Dividend, Stock-Splits, Bonus Shares, Share Repurchase and Managerial Considerations in Dividend Policy Formulation.
- UNIT-V: WORKING CAPITAL MANAGEMENT: Working Capital Decision** – Concept, Characteristics, Components, Operating Cycle, Cash Cycle, Determinants of Working Capital, and Estimation of Working Capital (Simple Problems); **Cash and Liquidity Management** – Objectives, Cash Budgeting – Cash Collection and Disbursement – Optimum Cash Balance, and Investment of Surplus Funds; **Credit Management** – Credit terms – **Credit** Policy Variables, Credit Evaluation and Granting Decision, and Control of Receivables; **Inventory Management** - Need, Objectives, Order Quantity, Monitoring and Control of Inventories; **Working Capital Financing** – Sources and Financing Strategies.

### Suggested Readings:

1. Prasanna Chandra., **Financial Management- Theory and Practice**, Tata Mc Graw Hill Education (India) Private Limited, Eighth Edition, 2008.
2. Van Horne, James C., and Wachowicz John M. Jr., **Financial Management and Policy**, Pearson Education Inc., 2012.

### References:

1. Brigham., and Ehrhardt, **Financial Management: Theory & Practice**, Cengage Learning, 2014.
2. Shashi K.Gupta, **Financial Management: Theory and Practice**, Kalyani Publishers, 1996.
3. Srivastava R.M., **Financial Management: Management and Policy**, Himalaya Publishing House, 2003.
4. Khan M.Y., and Jain P.K., **Financial Management**, Tata McGraw-Hill Education, 2007.
5. Pandey I.M., **Essentials of Financial Management**, Vikas Publishing House, 2014.
6. Hampton, John J., **Financial Decision making: Concepts, Problems and Cases**, Prentice Hall of India Learning, 2012.

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**MASTER OF COMMERCE- SECOND SEMESTER**  
**203 - ADVANCED COST AND MANAGEMENT ACCOUNTING**  
(For M.Com-Financial Accounting- under CBCS)

Class Hours: 5 ppw

Credits: 5

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- Unit-I: Cost Concepts in Decision Making:** Application of various cost concepts in the decision making process - Strategic Cost Management – Role and Functions of Management Accountant – Limitations of Management Accounting. **(Theory Only)**
- Unit-II: Cost Analysis, Control and Profit Planning:** Marginal Costing – BEP Analysis – Margin of Safety – Variable Costing – Absorption Costing – Cost and Management Audit **(Simple Problems)**
- Unit-III: Standard Costing and Variance Analysis:** Standard Costing – Significance – Steps in establishing Standard Costing – Merits and Demerits **(Theory Only)**.  
**Variance Analysis:** Material Cost Variance – Labour Cost Variance – Overhead Variance **(Simple Problems)**
- Unit-IV: Activity Based Cost Accounting:** Concept of ABC, - Definitions - Cost Drivers and Cost Pools, Main Activities and its cost Drivers, Characteristics of ABC, Steps to develop ABC system- Implementation of ABC – Allocation of overheads under ABC **(Simple Problems)**
- Unit-V: Responsibility Accounting:** Implementation of Responsibility Accounting – Responsibility Centers – Cost Center – Profit Center – Investment Center – Transfer Pricing methods – Guiding principles for fixing transfer prices. Divisional Performance Management **(Simple Problems)**

**Suggested Readings**

1. Hansen & Mown, **Cost Management – Accounting and Control**, 4<sup>th</sup> Edition, Thomson southwestern, 2013.
2. Ronald W.Hilton, **Managerial Accounting – Creating Value in a Dynamic Business Responsibility Environment**, Tata McGraw Hill, 6<sup>th</sup> Edition, 2006.

**References**

1. Shashi K. Gupta & R.K.Sharma **Management Accounting – Principles and Practice:** ; Kalyani Publishers, 2013
2. Charles T. Horngren Gary L.Sundem Willam O Stratton **“Introduction to Management Accounting**, Pearson Publication 13<sup>th</sup> Edition, 2013.
3. Ravi Kumar **“Advanced Management Accounting”**, TaxMann’s Publishing, New Delhi, 2012.



**MASTER OF COMMERCE- SECOND SEMESTER**  
**204 – ACCOUNTING STANDARDS AND FINANCIAL REPORTING**  
(For M.Com-Financial Accounting- under CBCS)

Class Hours: 5 ppw

Credits: 5

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- Unit-I:**        **Financial Accounting Standards:** Meaning – Need – Approaches – Sources – Standards setting Bodies in different countries – Difficulties in setting Standards – Benefits and Limitations of Accounting Standards.
- Unit-II:**        **Indian Accounting Standards:** Need – Developments in Accounting Standards in India – Standards setting procedure – Functioning of ICAI and ASB – Significance of GAAP – Accounting policies and Industry practices – Elements in AS – 1 to AS – 16.
- Unit-III:**       **International Accounting Standards:** Need – Nature of Standards – Standards Setting Organizations in USA, U.K and Canada – Functioning of IFRS,FASB, ASB, ASAC, IASC, and Elements in IAS – 1,3,4,6,7,8,13,14,30,37, and 38.
- Unit-IV:**       **Financial Reporting:** Meaning – Objectives – Significance – Types of Reports – Disclosure in Financial Reporting – Harmonization of Financial Reporting – Qualitative Characteristics of Financial Reporting System – Limitations of Financial Reports.
- Unit-V:**        **Corporate Reporting:** Need – Objectives – Significance – Latest Trends in Corporate Reporting – Elements of the APB - The True Blood Report - The Corporate Report - The Stamp Report – Limitations in Corporate Reporting Systems in India.

**Suggested Readings**

3. L S Porwal, **Accounting Theory - An Introduction**, Tata McGraw Hill Publishing Company Limited, New Delhi, 2001.
4. Arjun Saini, **Accounting Standards for Students**, Himalaya Publishing House, Mumbai, 2015.

**References**

7. R.K.Lele and Jawaharlal, **Accounting Theory**, Himalaya Publishing House, Mumbai, 2015.
8. S P Jain and K L Narang, **Accounting Theory and Management Accounting**, Kalyani Publishing House, New Delhi, 2014.
9. N Das Gupta, **Accounting Standards – India & International**, Sultan Chand & Sons, New Delhi, 2006.

**205- COMPUTER APPLICATIONS IN ACCOUNTING**  
(Common to M.Com, M.Com -Computer Applications and  
M Com –Financial Accounting under CBCS)

Theory – 3 PPW

Lab: 2 PPW

One Period Lab means 2 hours of Lab Session

Credits= 5

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**Unit-I: Computerized Accounting** – Need, Features and merits – Distinction between Manual Accounting and Computerized Accounting – Limitations of Computerized Accounting – Accounting Packages – Tally, Wings and Ex- integration of Accounting Packages with ERP – Features of Tally – Gateway of Tally –Shortcut keys.

**Unit-II: Creation of Account groups** – Creation Ledgers – With inventory and without inventory – Voucher Types – Payment voucher – Receipt Voucher – Contra Voucher – Sales Voucher – Purchase Voucher – VAT voucher – Credit Note Voucher – Debit Note Voucher – Other types of Voucher – Reversing Journal Voucher. **Inventory Management in Tally** – Stock groups, Categories, items – Inventory Masters – Stock Ledgers – Invoicing – Inventory Vouchers \_ Inventory Journals – Purchase and Sales Order Processing – Delivery Notes – Treatment and posting of Sales, Tax, VAT, and other related Taxes.

**Unit- III: Payroll in Tally** - Exploring Payroll in Tally.ERP9 – Working with Payroll vouchers – Defining Payroll Reports – Working with Statement of Payroll Report – Describing Salary Disbursement – Create a Tax Ledger – TDS Vouchers – Printing a TDS Challan – Tax Collected at Source in Tally.ERP9 – TCS Reports in Tally.ERP9.

**Unit-IV: Financial Reporting** - Day Book – Cash/Bank Book – Bank Reconciliation Statement – Cash Flow and Fund Flow – Sales Book \_ Purchase Book – Statement of Accounts – Trial Balance – Treatment and Accounting for Depreciation – Profit and Loss Accounts – Balance Sheet – Generation of Financial Reports other than Financial Statements – Treatment of Income Tax and TDS.

**Unit-V: Special Features in Tally** - Tally Vault – Import and Export of Data – ODBC Connectivity – Web enabled Financial Reporting – Split Financial year, Income and Expenses Statement – Tax Ledgers – Financial Audit – Security in Accounting Packages – Data integrity and Security – Virus Problems – Overcoming Security issues – Security Protocols for Accounting Packages – Backup and Restore.

**Suggested Readings**

1. Namrata Agarwal, **Financial Accounting on Computers using Tally**, Dreamtech Press, 2000.
2. Ashok K Nadhani., **Tally.ERP 9 Made Simple Basic Financial Accounting**, BPB Publications, 2012.

**References:**

1. Kongent Learning Solutions Inc., **Tally.ERP 9 in Simple Steps**, Dreamtech Press, 2002.
2. Nadhani. A.K., and Nadhani .K.K. , **Implementing Tally 9**, BPB Publications, 2007.
3. Shraddha Singh and Navneet Mehra., **Tally ERP 9**, V&S Publishers, 2005.
4. Tally Work Book.

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**LAB: COMPUTER APPLICATIONS IN ACCOUNTING**  
(Common to M.Com, M.Com -Computer Applications and  
M Com –Financial Accounting under CBCS)

Lab: 2 PPW

One Period Lab means 2 hours of Lab Session

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**Lab** – Students are required to undergo Lab Sessions with Tally Software.

1. Gateway of Tally and Shortcut Keys
2. Creation of Company, Account Groups, Ledgers, with Inventory and without Inventory
3. Creation of different types of Vouchers, Reversing Journal Voucher
4. Creation of Stock Groups, Categories, Items – Inventory Master
5. Inventory Vouchers , Receipt Note, Return Out, Return In, Inventory Journals
6. Purchase and Sales Order Processing, Treatment of Sales Tax, VAT and other related taxes Entries into Day Book, Cash/Bank Book, Bank Reconciliation Statement, Cash Flow and Fund Flow Statements
7. Sales Book, Purchase Book
8. Statement of Accounts, Trial Balance, Treatment of Depreciation
9. Profit and Loss Account and Balance Sheet
10. Generation of Financial Reports other than Financial Statements
11. Payroll Vouchers, Statement of Payroll
12. Creation of Tax Ledger, TDS Vouchers, Printing TDS Challan
13. TCS Reports

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