

**DETAILED SYLLABUS FOR THE POST OF
INTERNAL AUDITOR
(KERALA STATE CO-OPERATIVE MARKETING FEDERATION LTD)**

(Cat.No. : 302/2021)

(Total Marks- 100)

Part I : B.Com (50 Marks)

Module 1

Accounting (10 Marks)

Financial Accounting- Concepts- Principles- Accounting standards- Accounts for a sole trader- Financial Statements – Final accounts of Sole Trader – Trading and Profit and Loss Account – Balance Sheet – Partnership Accounts – Admission and Retirement - Dissolution of Partnership Firm- Realisation Accounts and Capital Accounts- insolvency of a partner- accounting for consignment – Final Accounts of Companies- Computerised Accounting and usage of software in preparation of accounts.

Module 2

Financial Management (7 Marks)

Financial Management- cost of capital – financing decision – capital structure – working capital management -Working Capital Cycle - Management of Cash – Receivables management- Inventory management- Dividend policy – Forms of Dividend- Types of Dividend Policies - Factors determining dividend – Theories of Dividend Policies - Stock Splits – Stock Repurchase.

Module 3

Cost Accounting (10 Marks)

Introduction to Cost Accounting- Accounting and control of material cost-Accounting and control of labour cost- Accounting for overheads— Marginal costing – Standard costing – Breakeven analysis – Cost reduction – Cost management

Module 4

Management (5 Marks)

Nature and Evolution of Management - Schools of Management Thought- planning- organising- controlling – directing – staffing – Leadership and theories – Motivation and theories – TQM

Module 5

Company Law (5 Marks)

Introduction to Company Law- company management and administration - Constitution of Board of Directors- - Appointment – functions and responsibilities of Board of Directors - Board Committees- Audit Committee--Board Meetings- Disclosure and Transparency - Annual return- Winding Up -Voluntary Winding up- Winding Up by National Company Law Tribunal- Winding Up by Liquidators- Procedure for Liquidation.

Module 6

Auditing (13 Marks)

Audit Process- Internal Check – Preparation before audit -Audit Programme – audit process -audit notebook – audit working papers – audit files – internal control – internal check- Vouching and Verification- Auditors of Joint Stock Companies- Investigation vs. Auditing.

Part II : CA(Inter) / ICWA (Inter) (25 Marks)

Module 1

Business Law (4 Marks)

The Indian Contract Act, 1872- The Negotiable Instruments Act, 1881 - The Payment of Bonus Act, 1965 - The Employees' Provident Funds and Miscellaneous Provisions Act, 1952 The Payment of Gratuity Act, 1972- Companies Act 2013.

Module 2

Direct Tax (4 Marks)

Income Tax Act- Basic Concepts -Assessment Year- Previous Year - Person ± Assessee- Income- Gross Total Income- Total Income- Rates of Tax applicable to the Individual Assessee- income from salary- house property- business- capital gain and other sources- computation of total income ± deductions and exemptions- tax planning ±income tax returns.

Computation of tax liability of individuals- Provisions concerning advance tax and tax deducted at source- Provisions for filing of return of income- TDS.

Module 3

Indirect taxes (4 Marks)

Goods and service tax laws- Levy and collection of CGST and IGST- Application of GST/IGST law - Concept of supply including composite and mixed supplies - Charge of tax - Exemption from tax - Composition levy - Basic concepts of time and value of supply - Input tax credit - Computation of GST liability - Registration - Tax invoice; Credit and Debit Notes; Electronic waybill -Returns.

Module 4

Information Technology (5 Marks)

Business Process Management & IT- Introduction to various Business processes ± Accounting, Finances, Sale, Purchase - Business Process Automation- Information Systems and their role in businesses, IT as a business enabler & driver ±ERP, Core Banking System, CRM, SCM, HRMS, Payment Mechanisms- Business Process Automation through Application software.

Module 5

Business Ethics (4 Marks)

Introduction to business ethics- ethics in the workplace- ethics in marketing and consumer protection- ethics in accounting and finance.

Module 6

Communication (4 Marks)

Forms of Communication: Formal and Informal, Interdepartmental, Verbal, and nonverbal; Active listening and critical thinking- Presentation skills including conducting the meeting, press conferences - Communication channels
Communicating Corporate culture, change, innovative spirits- Communication breakdowns- Communication ethics- Groups dynamics; handling group conflicts, consensus building; influencing and persuasion skills - Negotiating and bargaining- Emotional intelligence - Emotional Quotient- Soft skills ± personality traits; Interpersonal skills; leadership- Business Meetings ± Notice, Agenda, Minutes, Chairperson's speech- Press releases- Corporate announcements by stock exchanges- Reporting of proceedings of a meeting.

Syllabus

(Total - 25 Marks)

Module -1

Co-operation (5 marks)

Evolution of co-operative principles- co-operatives in foreign countries- England- Germany- Denmark- Japan- Sweden- Evolution of co-operative movement in India- Legal history of Co-operative movement in Kerala – Co-operative Education and Training- Administrative set-up of Co-operative department of Kerala.

Module – 2

Functional Societies (4 marks)

Credit - Co-operative societies – PACS – Kerala Bank- PCARDB- KSCARDB- urban Co-operative Bank, Employees Co-operative societies – Housing Co-operative Societies- Consumer Co-operative Societies – Marketing Co-Operative societies- Dairy Co-operative Societies.

Module -3

Co-operative Accounting (4 Marks)

Books and Registers to be maintained by a Co-operative societies- Day Books – General Ledger- Receipts and Disbursement Statement- Bank Reconciliation statement- Rectification of errors- final Accounts Preparation.

Module – 4

Co-operative Law (8 Marks)

KCS Act 1969- Definitions – Registration – Amendment of Bye- Law- Membership- management of Co-operative societies – Disposal of net profit- Co-operative Audit- DCA- Audit fee- Audit cost- Inquiry- Dispute – Execution of orders, award and decree- Service Rules of Co-operative employees.

Module- 5

Banking (4 Marks)

Scheduled /Non-Scheduled Banks- New generation Banks- Role of RBI- Regulatory/ Supervisory functions- Negotiable Instrument Act- Cheque- Bill of Exchange- Promissory Note- Crossing of Cheque- ATM- CORE Banking- RTGS-NEFT.

NOTE: - It may be noted that apart from the topics detailed above, questions from other topics prescribed for the educational qualification of the post may also appear in the question paper. There is no undertaking that all the topics above may be covered in the question paper