

1. Accounting, Auditing and taxation

- a) **Accounting as a financial information system-** Impact of behavioral sciences-Methods of accounting of changing price levels with particulars reference to current Purchasing Power (CPP) accounting Advanced problems of company accounts- Amalgamation absorption and reconstruction of companies- Accounting of holding companies-Valuation of shares and goodwill. Controllership functions-property control legal and management.
- b) **Important provisions of the Income Tax Act. 1961-** Definition – charge of Income tax – Exemptions Depreciation and Investment allowance-Simple problems of computation of income under the various heads and determination of assessable income – Income tax authorities.
- c) **Nature and functions of Cost Accounting** – Cost classification – Techniques of segregating semi-variable costs into fixed and variable components – Job costing – FIFO and weighted average methods or calculating equivalent units of production – Reconciliation of cost and financial accounts – Marginal Costing – Cost-volume- profit relationship; Algebraic formulae and graphical representation-Shut-down point- Techniques of cost control and cost reduction-Budgetary control-flexible Budget – Standard costing and variance analysis responsibility accounting-Bases of charging overheads and their inherent fallacy costing for pricing decisions .
- d) **Significance of the attest function-** Programming the audit-works-Valuation and verification of assets, fixed, wasting and current assets – Verification of liabilities – Audit of limited companies – appointment status, power, duties and liabilities of the auditor – Auditor’s report-Audit of share capital and transfer of shares – Special point in the audit of banking and insurance companies.

2. BUSINESS FINANCE AND FINANCIAL INSTITUTIONS.

- a) **Concept and scope of Financial Management:** Financial goals of corporations – Capital budgeting; Rules of the thumb and Discounted cash flow approaches – Incorporating uncertainty in investment decisions – Designing an optimal capital structure – Weighted average cost of capital and the controversy surrounding the Modigliani and miller model, sources – of raising short-term, intermediate and long-term finance – Role of public and convertible debentures – Norms and guidelines regarding debt-equity ratios, - Determinants of an optimal dividend policy-optimizing models of James E.walter and John Lintner-Forms of dividend payment – Structure of working capital and the variable affecting the level of difference of components – Cash flow approach of forecasting working capital needs – Profiles of working capital in Indian industries – Credit management and credit policy – Consideration to tax in relation to financial planning and cash flow statements.
- b) **Organisation and deficiencies of Indian money Market structure of assets and liabilities of commercial banks** – Achievements and failures of nationalisation – Regional rural banks – Recommendations of the Tandon (P.L.) study group on following

of bank credit, 1976 and their revision by the chore (K.B.), committee, 1979 – An assessment of the monetary and credit policies of the Reserve bank of India – Constituents of the Indian Capital Market – Functions and working of All India term Financial institutions (IDBI, IFCI, ICICI, and IRCI) – Investment policies of the Life Insurance corporation of India and the Unit Trust of India – Present state of stock exchanges and their regulation.

c) **Provision of the Negotiable Instruments Act, 1881.**

d) **Crossings and endorsements with particular reference to statutory protection to the paying and collecting bankers** – Salient Provision of the Banking Regulation Act, 1949 with regard to chartering, supervision and regulation of banks.

3. **Organization Theory and Industrial Relations.**

a) **ORGANISATION THEORY:**

i) **Nature and concept of organization:** Organization goals Primary and secondary goals Single and Multiple goals, ends – means chain-Displacement, succession, expansion and multiplication of goals – Formal organization: Type, Structure-Line and Staff, functional matrix, and project – Informal organization – functions and limitations.

ii) **Evolution of organisation theory:** (classical, Neo-classical and system approach – Bureaucracy Nature and basis of power, sources of power, power structure and politics- Organisation behaviour as a dynamic system: technical social and power systems interrelations and interactions – Perception-Status system: Theoretical and empirical foundations of Maslow, Megergore, Horzberg, Likert, Vroom, porter and Lawler, Odam and Human Models of motivation. Morale and productivity- Leadership; Theories and styles- Management of Conflicts in organization – Transactional Analysis – Significance of culture to organisatons. Limits of rationality simon- March approach. Organisation change, adaptation, growth and development-Organisation control and effectiveness.

4. **INDUSTRIAL RELATIONS:**

Nature and scope of industrial relations, Industrial labour in India and its commitment – Theories of unionism- Trade union movement in India – Growth and structure-Role of outside leadership-Workers education and other problems-Collective bargaining- approaches conditions, limitation and its effectiveness in Indian conditions-Workers participation in management: philosophy, rational, present day state of affairs and its future prospects.

Prevention and settlement of industrial disputes in India: preventive measures, settlement machinery and other measures in practice- industrial relations in public enterprises- Absenteeism and labour turn-over International Labour Organisation and India- Role of personnel department in the organization- Executive development, personnel policies, personnel audit and personnel research.