

SYLLABUS - 2016 PAPERS & CONTENTS

Syllabus 2016 – Foundation Course:

Paper – 1	Fundamentals of Economics and Management
Paper – 2	Fundamentals of Accounting
Paper – 3	Fundamentals of Laws and Ethics
Paper – 4	Fundamentals of Business Mathematics & Statistics

Syllabus 2016 – Intermediate Course:

Group – 1	
Paper – 5	Financial Accounting
Paper – 6	Laws & Ethics
Paper – 7	Direct Taxation
Paper – 8	Cost Accounting

Syllabus 2016 – Intermediate Course:

Group – 2	
Paper – 9	Operations Management & Strategic Management
Paper – 10	Cost & Management Accounting and Financial Management
Paper – 11	Indirect Taxation
Paper – 12	Company Accounts & Audit

Syllabus 2016 – Final Course:

Group – 3	
Paper – 13	Corporate Laws & Compliance
Paper – 14	Strategic Financial Management
Paper – 15	Strategic Cost Management – Decision Making
Paper – 16	Direct Tax Laws and International Taxation

Syllabus 2016 – Final Course:

Group – 4	
Paper – 17	Corporate Financial Reporting
Paper – 18	Indirect Tax Laws & Practice
Paper – 19	Cost & Management Audit
Paper – 20	Strategic Performance Management and Business Valuation.

SYLLABUS-2016 FOUNDATION COURSE

PAPER – 1: FUNDAMENTALS OF ECONOMICS AND MANAGEMENT

CONTENTS	Weightage
Section A : Fundamentals of Economics	
1. Basic concepts of Economics	20%
2. Forms of Market	20%
3. Money and Banking	10%
Section B : Fundamentals of Management	
4. Management Process	50%

Section A : Fundamentals of Economics

1. Basic Concepts of Economics – Micro & Macro Economics

- (a) The Fundamentals of Economics
- (b) Utility, Wealth, Production
- (c) Theory of Demand (meaning, determinants of demand, law of demand, elasticity of demand-price, income and cross elasticity) and Supply (meaning, determinants, law of supply and elasticity of supply)
- (d) Equilibrium
- (e) Theory of Production (meaning , factors, laws of production- law of variable proportion, laws of returns to scale)
- (f) Cost of Production (concept of costs, short-run and long-run costs, average and marginal costs, total, fixed and variable costs)

2. Forms of Market

Pricing strategies in various forms of markets

3. Money and Banking

- (a) Definition of Money, Types, Features and Functions
- (b) Definition, functions, utility, principles of Banking
- (c) Commercial Banks, Central Bank
- (d) Measures of credit control and Money Market

Section B : Fundamentals of Management

4 Management Process

- (a) Introduction, planning, organizing, staffing, leading, control, communication, co-ordination
- (b) Concept of Power, Authority, Delegation of Authority, Responsibility, Accountability
- (c) Leadership & Motivation – Concept & Theories
- (d) Decision-making - types of decisions, decision-making process.

PAPER – 2: FUNDAMENTALS OF ACCOUNTING

CONTENTS	Weightage
Section A : Fundamentals of Financial Accounting	
1. Accounting Fundamentals	35%
2. Accounting for Special Transactions	20%
3. Preparation of Final Accounts	25%
Section B: Fundamentals of Cost Accounting	
4. Fundamentals of Cost Accounting	20%

Section A : Fundamentals of Financial Accounting [80 Marks]

1. Accounting Basics

- (a) Accounting Principles, Concepts and Conventions
- (b) Capital and Revenue transactions - capital and revenue expenditures, capital and revenue receipts
- (c) Double entry system, Books of prime entry, Subsidiary Books, Cash Book
- (d) Journal, Ledger, Trial Balance
- (e) Depreciation - Methods (Straight Line and Diminishing Balance methods only)
- (f) Rectification of Errors
- (g) Opening entries, Transfer entries, Adjustment entries, Closing entries
- (h) Bank Reconciliation Statements

2. Accounting for Special Transactions

- (a) Bills of Exchange (excluding accommodation bill, insolvency)
- (b) Consignment (cost price, invoice price, commission & valuation of stock)
- (c) Joint Venture

3. Preparation of Final Accounts:

- (a) **Of a Profit making concern (for sole proprietorship concern only)**
 - (i) Accounting treatment of bad debts, reserve for bad and doubtful debts, provision for discount on debtors and provision for discount on creditors.
 - (ii) Preparation of Trading Account, Profit & Loss Account and Balance Sheet.
- (b) **Of a Not-for- Profit making concern**
 - (i) Preparation of Receipts and Payments Account
 - (ii) Preparation of Income and Expenditure Account

Section B : Fundamentals of Cost Accounting [20 Marks]

4. Fundamentals of Cost Accounting

- (a) Meaning, Definition, Significance of Cost Accounting, its relationship with Financial Accounting & Management Accounting.
- (b) Classification of Costs
- (c) Format of Cost Sheet

PAPER - 3: FUNDAMENTALS OF LAWS AND ETHICS

CONTENTS	Weightage
Section A : Fundamentals of Commercial Laws	
1. Indian Contracts Act, 1872	40%
2. Sale of Goods Act, 1930	20%
3. Negotiable Instruments Act, 1881	10%
Section B : Fundamentals of Ethics	
4. Ethics and Business	30%

Section A : Fundamentals of Commercial Laws

1. Indian Contracts Act, 1872

- (a) Essential elements of a contract, offer and acceptance
- (b) Void and voidable agreements
- (c) Consideration, legality of object and consideration
- (d) Capacity of Parties, free consent
- (e) Quasi Contracts, Contingent Contracts
- (f) Performance of contracts
- (g) Discharge of contracts
- (h) Breach of Contract and Remedies for Breach of Contract

2. Sale of Goods Act, 1930

- (a) Definition
- (b) Transfer of ownership
- (c) Conditions and Warranties
- (d) Performance of the Contract of Sale
- (e) Rights of Unpaid Vendor
- (f) Auction Sales

3 Negotiable Instruments Act, 1881

- (a) Negotiable Instruments –Characteristics of Negotiable Instruments
- (b) Definitions of Promissory Note, Bill of Exchange and Cheque
- (c) Differences between Promissory Note, Bill of exchange and Cheque
- (d) Crossing – Meaning, Definition and Types of Crossing.

Section B : Fundamentals of Ethics

4. Ethics and Business

- (a) Ethics – Meaning, Importance
- (b) The “Seven Principles of Public Life” – selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- (c) The relationship between Ethics and Law
- (d) Ethics in Business

PAPER – 4 : FUNDAMENTALS OF BUSINESS MATHEMATICS AND STATISTICS

CONTENTS	Weightage
Section A : Fundamentals of Business Mathematics	
1. Arithmetic	20%
2. Algebra	20%
Section B : Fundamentals of Business Statistics	
3. Statistical representation of Data	10%
4. Measures of Central Tendency and Dispersion	30%
5. Correlation and Regression	10%
6. Probability	10%

Section A : Fundamentals of Business Mathematics [40 Marks]

1. Arithmetic

- (a) Ratios, Variations and Proportions
- (b) Simple and Compound interest
- (c) Arithmetic Progression and Geometric Progression.

2. Algebra

- (a) Set Theory
- (b) Indices and Logarithms (basic concepts)
- (c) Permutation and Combinations (basic concepts)
- (d) Quadratic Equations (basic concepts)

Section B : Fundamentals of Business Statistics [60 Marks]

3. Statistical Representation of Data

- (a) Diagrammatic representation of data
- (b) Frequency distribution
- (c) Graphical representation of Frequency Distribution – Histogram, Frequency Polygon Curve, Ogive, Pie-chart

4. Measures of Central Tendency and Dispersion

- (a) Mean, Median, Mode, Mean Deviation
- (b) Range, Quartiles and Quartile Deviation
- (c) Standard Deviation
- (d) Co-efficient of Variation
- (e) Karl Pearson and Bowley's Co-efficient of Skewness

5. Correlation and Regression

- (a) Scatter diagram
- (b) Karl Pearson's Coefficient of Correlation
- (c) Regression lines, Regression equations, Regression coefficients

6. Probability

- (a) Independent and dependent events; Mutually exclusive events
- (b) Total and Compound Probability; Baye's theorem; Mathematical Expectation

**SYLLABUS-2016
INTERMEDIATE COURSE
GROUP - I**

PAPER-5 : FINANCIAL ACCOUNTING

CONTENTS	Weightage
Sec-A : Accounting – Basics	25%
1. Fundamentals of Accounting	
2. Accounting for Special Transactions	
Sec-B : Preparation of Financial Statements	40%
3. Preparation of Final Accounts of Profit Oriented organizations, Non-Profit Organizations and from Incomplete Records.	
4. Partnership Accounts	
Sec-C : Self Balancing Ledgers, Royalties, Hire Purchase & Installment System, Branch & Departmental Accounts.	20%
5. Self-Balancing Ledgers	
6. Royalties, Hire-Purchase and Installment System	
7. Branch and Departmental Accounts	
Sec-D : Accounting in Computerised Environment and Accounting Standards	15%
8. Overview of Computerised Accounting	
9. Accounting Standards (Specified only)	

Section A : Accounting – Basics

1. Fundamentals of Accounting:

Accounting - Meaning, Scope and Significance of Accounting - Accounting Principles, Concepts and Conventions - Capital and Revenue Transactions – Depreciation - Rectification of Errors.

2. Accounting for Special Transactions

Bills of Exchange - Consignment - Joint Venture - Insurance Claims (Loss of Stock and Loss of Profit)

Section B : Preparation of Financial Statements

3. Preparation of Final Accounts of Profit Oriented organizations, Non-Profit Organizations and from Incomplete Records

- (i) Preparation of Financial statements of Profit Oriented organizations: P&L Account, Balance Sheet.
- (ii) Preparation of Financial Statements of Non-Profit making organizations: Preparation of Receipts & Payments Account, Income & Expenditure account and Balance Sheet.
- (iii) Preparation of Financial Statements from incomplete records (Single entry)

4. Partnership Accounts

Admission, Retirement, Death, Treatment of Joint Life Policy, Dissolution of partnership firms including piecemeal distribution, Amalgamation of partnership firms, Conversion of partnership firm into a company and sale of partnership firm to a company

Section C: Self Balancing Ledgers, Royalties, Hire Purchase & Installment System, Branch & Departmental Accounts.

- 5. Self-Balancing Ledgers**
- 6. Royalty Accounts, Hire Purchase and Installment System.**
- 7. Branch and Departmental Accounts.**

Section D: Accounting in Computerized Environment and Accounting Standards

- 8. Computerized Accounting System – Features, Significance, Grouping of Accounts, Ledger hierarchy, Accounting Packages and their selection criteria**
- 9. Accounting Standards (AS-1, AS-2, AS-6, AS-7, AS-9, AS-10)**

PAPER - 6: LAWS AND ETHICS

CONTENTS	Weightage
Sec A : Commercial Laws	30%
1. Indian Contract Act, 1872	
2. Sale of Goods Act, 1930	
3. Negotiable Instruments Act, 1881	
4. Indian Partnership Act, 1932	
5. Limited Liability Partnership Act, 2008	
Sec B : Industrial Laws	25%
6. Factories Act, 1948	
7. Payment of Gratuity Act, 1972	
8. Employees Provident Fund Act, 1952	
9. Employees State Insurance Act, 1948	
10. Payment of Bonus Act, 1965	
11. Minimum Wages Act, 1948	
12. Payment of Wages Act, 1936	
Sec C : Corporate Law	35%
13. Companies Act 2013	
Sec D : Ethics	10%
14. Business Ethics	

Section A : COMMERCIAL LAWS

1. Indian Contracts Act, 1872

- (a) Essential elements of a contract, offer and acceptance
- (b) Void and voidable agreements
- (c) Consideration
- (d) Legality of object
- (e) e-contracts
- (f) Constraints to enforce contractual obligations
- (g) Quasi-contracts, contingent contracts, termination or discharge of contracts
- (h) Special contracts: Indemnity and Guarantee; Bailment and Pledge; Laws of Agency

2. Sale of Goods Act, 1930

- (g) Definition
- (h) Transfer of ownership
- (i) Conditions and Warranties
- (j) Performance of the Contract of Sale
- (k) Rights of Unpaid Vendor
- (l) Auction Sales

3. Negotiable Instruments Act, 1881

- (a) Definition and features of NI
- (b) Crossing, Endorsement and Material Alteration
- (c) Acceptance, Assignment and Negotiation
- (d) Rights and liabilities of Parties
- (e) Dishonor of a Negotiable Instrument.

4. Indian Partnership Act, 1932

- (a) Nature of Partnership
- (b) Rights and liabilities of Partners
- (c) Formation, Reconstitution and Dissolution of Firms

5. Limited Liability Partnership Act, 2008

- a) Concept, formation, membership, functioning
- b) Dissolution

SECTION B: INDUSTRIAL LAWS: Objects, Scope and applicability of the following acts.

6. Factories Act, 1948

7. Payment of Gratuity Act, 1972

8. Employees Provident Fund Act, 1952

9. Employees State Insurance Act, 1948

10. Payment of Bonus Act, 1965

11. Minimum Wages Act, 1948

12. Payment of Wages Act, 1936

SECTION C: CORPORATE LAWS

13. Companies Act 2013

- a) Company types, promotion, formation and related procedures i.e, Sec 1 to Sec 122 of Companies Act, 2013.
- b) Director-Role, Responsibilities, Qualification, disqualification, appointment, retirement, resignation, removal, remuneration and powers, Director Identification Number.

SECTION D: ETHICS

14. Business Ethics:

- a) Ethics-meaning, importance, nature and relevance to business
- b) Values and attitudes of professional accountants.
- c) Seven principles of public life-selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- d) Ethics in Business:

PAPER - 7: DIRECT TAXATION

CONTENTS	Weightage
SECTION – A: INCOME TAX ACT BASICS	
1. Introduction to Income Tax Act, 1961	10%
2. Income which do not form part of Total Income (Section 10, 11 to 13A)	
SECTION – B: HEADS OF INCOME AND COMPUTATION OF TOTAL INCOME AND TAX LIABILITY	
3. Heads of Income and Computation of Total Income under various heads.	70%
4. Clubbing Provisions, Set off and Carry forward of Losses, Deductions.	
5. Assessment of Income of different persons.	
6. Corporate Taxation	
7. TDS, TCS and Advance Tax.	
SECTION C : ADMINISTRATIVE PROCEDURES AND ICDS	
8. Administrative Procedures.	20%
9. Income computation and disclosure standards – Basic Concepts only	

Section A: INCOME TAX ACT BASICS

1. Introduction to Income Tax Act, 1961

- Basic Concepts and definitions
- Background, concepts, definitions
- Capital and revenue – receipts, expenditures
- Basis of charge and scope of total income
- Residential Status and Incidence of Tax

2. Incomes which do not form part of Total Income [Sec.10, and 11 to 13A]

SECTION B: HEADS OF INCOME AND COMPUTATION OF TOTAL INCOME AND TAX LIABILITY

3. Heads of Income and Computation of Total Income under various heads

- Income from salaries
- Income from House property
- Profits and gains from Business or Profession
- Capital gains
- Income from other sources

4. Clubbing Provisions, Set off and Carry forward of Losses, Deductions:

- Income of other persons included in Assessee's Total Income
- Aggregation of Income and Set off or Carry Forward of Losses
- Deductions in computing Total Income
- Rebates & Reliefs;
- Applicable Rates of Tax and Tax Liability

5. Assessment of Income of different persons:

- Taxation of Individuals including Non-residents
- Hindu Undivided Family,
- Firms, LLP, Association of Persons,

- (d) Co-operative Societies,
- (e) Trusts, Charitable and Religious Institutions

6. Corporate Taxation:

- (a) Classification, tax incidence, computation of taxable income and assessment of tax liability.
- (b) Dividend Distribution Tax (DDT)
- (c) Minimum Alternate Tax (MAT)
- (d) Other special provisions relating to companies

7. TDS, TCS and Advance Tax:

- (a) Tax Deduction at Source
- (b) Tax Collection at Source
- (c) Advance Tax

SECTION C: ADMINISTRATIVE PROCEDURE AND ICDS

8. Administrative procedures

- a) Return Filing and Refund procedures
- b) Demand, Recovery, Assessment, appeal, revision, and settlement.
- c) Special Procedure for Assessment of search cases
- d) E-commerce Transaction and liability in special cases
- e) Penalties, fines and prosecution.

9. Income computation and disclosure standards – Basic Concepts only

PAPER - 8: COST ACCOUNTING

CONTENTS	Weightage
1. INTRODUCTION TO COST ACCOUNTING	40%
2. COST ASCERTAINMENT - ELEMENTS OF COST	
3. COST ACCOUNTING STANDARDS	
4. COST BOOK KEEPING	
5. METHODS OF COSTING	30%
6. COST ACCOUNTING TECHNIQUES	30%

1. INTRODUCTION TO COST ACCOUNTING:

- Definition, Scope, objectives and significance of cost accounting, its relationship with financial accounting and management accounting
- Cost Objects, Cost centers and cost units
- Elements of cost
- Classification of costs

2. COST ASCERTAINMENT - ELEMENTS OF COST:

a) Material Costs:

- Procurement of Materials,
- Inventory Management and Control,
- Inventory Accounting & Valuation
- Physical Verification, treatment of losses
- Scrap, spoilage, defectives and wastage.

b) Employee Costs:

- Time keeping, Time booking and payroll,
- Labour Turnover, Overtime and idle time
- Principles and methods of remuneration and incentive schemes
- Employee cost reporting and measurement of efficiency.

c) Direct Expenses

d) Overheads:

- Collection, classification and apportionment and allocation of overheads
- Absorption and treatment of over or under absorption of overheads
- Reporting of overhead costs

3. COST ACCOUNTING STANDARDS (Basic Understanding only)

(CAS 1 to CAS 23)

4. COST BOOK KEEPING:

- Cost Accounting Records, Ledgers and Cost Statements
- Items excluded from cost and normal and abnormal items/cost
- Integral accounts
- Reconciliation of cost accounting records with financial accounts
- Infrastructure, Educational, Healthcare and Port services

5. METHODS OF COSTING:

- a) Job Costing
- b) Batch Costing
- c) Contract Costing
- d) Process Costing – Normal and abnormal losses, equivalent production, Joint and By Products.
- e) Operating Costing or Service Costing – Transport, Hotel and Hospital

6. COST ACCOUNTING TECHNIQUES: (Basic Understanding only)

(A) Marginal Costing

- i) Meaning of Marginal Cost and Marginal Costing
- ii) Absorption Costing vs. Marginal Costing
- iii) Break-even analysis
- iv) Margin of safety
- v) Application of Marginal Costing for decision making (**simple problems only**)

(B) Standard Costing & Variance Analysis

- i) Concept of standard cost and standard costing
- ii) Advantages and limitations
- iii) Computation of variances relating to **material and labour costs only**

(C) Budget and Budgetary Control (simple problems only)

- i) Concepts, Types of Budgets
- ii) Budgetary Control Vs Standard Costing
- iii) Advantages and limitations
- iv) Preparation of Budgets (**simple problems only**)

**SYLLABUS-2016
INTERMEDIATE COURSE
GROUP - II**

PAPER – 9: OPERATIONS MANAGEMENT & STRATEGIC MANAGEMENT

CONTENTS	Weightage
Section – A: Operations Management	
1. Operations Management – Introduction	15%
2. Operations Planning	
3. Designing of operational systems and control	35%
4. Production planning and control	
5. Productivity management and quality management	
6. Project Management	20%
7. Economics of Maintenance and spares management	
Section – B : Strategic Management	
8. Strategic Management Introduction	30%
9. Strategic Analysis and Strategic Planning	
10. Formulation and Implementation of Strategy	

Section – A: Operations Management

1. Operation Management Introduction:

Scope characteristics of modern operations functions - recent trends in production / operations management.

2. Operations Planning:

Demand forecasting – capacity planning - capacity requirement planning - facility location - facility layout – Resource aggregate planning – Material requirements planning – Manufacturing resource planning – Economic Batch quantity.

3. Designing of operational systems and control:

Product Design, Process design - Selection - Product Life Cycle – Process Planning – Process Selection.

4. Production planning and Control:

Introduction – Control Measures – Time study, Work study, Method study, Job Evaluation, Job Allocation (Assignment Technique), Scheduling Queuing Models, Simulation and Line Balancing – Optimum Allocation of resources – Lean Operations – JIT – Transportation Model and Linear Programming Technique (Formulation of equations only).

5. Productivity Management and Quality Management:

Measurement techniques of productivity index, productivity of employee, productivity of materials, productivity of management resources, productivity of other factors – productivity improving methods – TQM basic tools and certification – ISO standards basics.

6. Project Management:

Project planning – project life cycle – Gantt charts, PERT and CPM.

7. Economics of Maintenance and Spares Management:

Break down Maintenance – Preventive Maintenance – Routine Maintenance – Replacement of Machine – Spare Parts Management.

Section – B: Strategic Management

8. Strategic Management Introduction

Vision- Mission and objective

9. Strategic Analysis and Strategic Planning

Situational Analysis –SWOT Analysis – Portfolio Analysis – BCG Matrices – Stages in Strategic Planning – Alternatives in Strategic Planning

10. Formulation and Implementation of Strategy:

Strategy formulation function wise (Production Strategy, Marketing Strategy, Man Power Strategy) – Structuring of Organisation for implementation of strategy – Strategic Business Unit – Business Process re-engineering.

PAPER 10: COST & MANAGEMENT ACCOUNTING AND FINANCIAL MANAGEMENT

CONTENTS	Weightage
Section A: Cost & Management Accounting	
1. Cost and Management Accounting – Introduction	50%
2. Decision Making Tools	
3. Budgeting and Budgetary Control	
4. Standard Costing and Variance Analysis	
5. Learning Curve	
Section B: Financial Management	
6. Introduction to Financial Management	50%
7. Tools for Financial Analysis and Planning	
8. Working Capital Management	
9. Cost of Capital, Capital Structure Theories, Dividend Decisions and Leverage Analysis	
10. Capital Budgeting – Investment Decisions	

Section A: Cost & Management Accounting:

1. Cost and Management Accounting:

Introduction to Management Accounting – Relationship between Management Accounting and Cost Accounting

2. Decision Making Tools:

- Marginal Costing: Break Even Analysis and cost-volume-profit analysis; break-even charts and profit charts; differential cost analysis; stock valuation under marginal costing vs. absorption costing; applications of marginal costing in decision making.
- Transfer Pricing – Determination of Inter-departmental or Inter-company Transfer Price.

3. Budgeting and Budgetary Control:

- Budgetary Control and Preparation of Functional and Master Budgeting
- Fixed, Variable, Semi-Variable Budgets
- Zero Based Budgeting (ZBB)

4. Standard Costing & Variance Analysis:

Computation of variances for each of the elements of costs, Sales Variances, Investigation of variances – Valuation of Stock under Standard Costing – Uniform Costing and Inter-firm comparison.

5. Learning Curve:

Concept of Learning curve and its application

Section B: Financial Management:

7. Introduction to Financial Management:

Meaning – Objectives – Scope of Financial Management sources of Finance – Introduction to Financial Markets.

8. Tools for Financial Analysis and Planning:

Financial Ratio Analysis – Funds Flow Analysis – Cash Flow Analysis.

9. Working capital Management:

Working Capital Management – Financing of Working Capital

10. Cost of Capital, Capital Structure Theories, Dividend Decisions and Leverage Analysis:

Meaning of Cost of Capital – Computation of Cost of Capital – Capital Structure Theories and Dividend Decisions Theories (Walters – MM – Gordon Models) – Leverage Analysis.

11. Capital Budgeting – Investment Decisions:

Concept of Capital Budgeting – Non-Discounted and Discounted Cash Flow Method – Ranking of Projects.

PAPER 11 : INDIRECT TAXATION

CONTENTS	Weightage
1. Canons of Taxation - Indirect Tax	35%
2. Central Excise	
3. Customs Law	15%
4. Service Tax	30%
5. Central Sales Tax and VAT	20%

1. Canons of Taxation - Indirect Tax:

Features of Indirect Tax and Constitutional Validity

2. Central Excise:

- a) Central Excise Law – Goods – Manufacturer – Valuation Rules – Related Party – Captive Consumption – Registration – Payment of Duty – Monthly Returns – Job Work.
- b) CENVAT – input Services capital goods and procedures under Cenvat Credit Rules
- c) Export procedures
- d) SSI provisions

3. Customs Laws:

- a) Concepts of Customs Law – Types of Duties, Anti-dumping duties
- b) Valuation rules – Import Procedures – Export Procedures – Baggage – Stores – Warehousing – Demurrage

4. Service Tax:

- a) Introduction, Nature of Service Tax, Service Provider and Service Receiver
- b) Registration Procedure, Records to be maintained
- c) Negative List of Services, Exemptions and Abatements
- d) Valuation of Taxable Services (applicable services will be notified for each term of exam)
- e) Payment of Service Tax, Returns of Service Tax
- f) Point of Taxation Rules, 2012
- g) Place of Provision of Service Rules, 2012
- h) Other aspects of Service Tax

5. Central Sales Tax and VAT:

a) Central Sales Tax

- i) Introduction, Definitions, Salient Features of CST Act
- ii) Stock Transfer, Branch transfer, Inter State Sale
- iii) Various forms for filing of returns under CST
- iv) Procedures under Central Sales Tax (CST)

b) Value Added Tax (VAT)

- i) Introduction, definitions, salient features of State VAT Act
- ii) Treatment of stock & branch transfer under State VAT Act
- iii) Filing of return under State VAT Act
- iv) Accounting & Auditing VAT

PAPER 12: COMPANY ACCOUNTS AND AUDIT

CONTENTS	Weightage
Section A : Accounts of Joint Stock Companies	
1. Accounting of Shares and Debentures	25%
2. Presentation of Financial Statements (as Per Schedule III)	
3. Cash Flow Statement	
4. Accounts of Banking, Electricity and Insurance Companies	25%
5. Accounting Standards (AS-11, 12, 15, 16, 17, 18 and 19)	
Section B : Auditing	
6. Auditing Concepts	20%
7. Provision relating to Audit under Companies Act	30%

Section A: Accounts of Joint Stock Companies

- 1. Accounting of Shares and Debentures:**
 - a) Issue of shares, rights issue, bonus issue, sweat equity shares, forfeiture of share, buy-back of shares
 - b) Issue and redemption of preference shares, debentures
 - c) Under writing of shares and debentures
- 2. Presentation of Financial Statements (as per Schedule III):**
 - a) Statement of Profit and Loss
 - b) Balance Sheet
- 3. Cash Flow Statement (AS 3)**
- 4. Accounts of Banking, Electricity and Insurance Companies:**
 - a) Accounts of Banking Company
 - b) Accounts of an Electricity Company
 - c) Accounts of Insurance Company
- 5. Accounting Standards (AS - 11, 12, 15, 16, 17, 18 and 19)**

Section B: Auditing

- 6. Auditing Concepts**
 - a) Nature, Scope and Significance of Auditing
 - b) Audit Engagement, Audit Program, Audit Working Papers, Audit Note Book, Audit Evidence and Audit Report
 - c) Internal Check, Internal Control, Internal Audit - Industry Specific.
- 7. Provision relating to Audit under Companies Act**
 - a) Auditor's qualifications, disqualifications, appointment, remuneration, removal, powers and duties.
 - b) Cost Audit, Secretarial Audit
 - c) Reporting Requirements under Companies Act, Report vs. Certificate, contents of the reports and qualifications in the report.

d) Miscellaneous Audit

- i. Branch Audit, Joint Audit
- ii. Audit of shares and debentures
- iii. Audit of divisible profits and dividends
- iv. Statutory Auditors Vs Internal Auditors
- v. Auditing and Assurance Standards relating to audit of inventories and audit of fixed assets
- vi. Auditing of different types of undertaking – Education, Hospitals, Co-operative Societies, Banks, Trusts, Municipalities, Panchayats

**SYLLABUS-2016
FINAL COURSE
GROUP - III**

Paper 13: Corporate Laws & Compliance

CONTENTS	Weightage
SECTION A: COMPANIES ACT	50%
1. The Companies Act, 2013	
SECTION B: OTHER CORPORATE LAWS	30%
2. SEBI Laws and Regulations	
3. The Competition Act, 2002 and its role in Corporate Governance	
4. Foreign Exchange Management Act, 1999	
5. Laws related to Banking Sector	
6. Laws related to Insurance Sector	
SECTION C: CORPORATE GOVERNANCE	20 %
7. Corporate Governance	
8. Social, Environmental and Economic Responsibilities of Business	

Section A: Companies Act 2013

1. **The Companies Act, 2013 – rules, regulations prescribed there under with special reference to:**
 - a) **Company Formation and Conversion**
 - (i) Incorporation of private companies, public companies, company limited by guarantee and unlimited companies and their conversions/reconversion/re-registration.
 - (ii) Nidhi Companies, Mutual Benefit Funds and Producer Companies - concept, formation, membership, functioning, Dissolution.
 - (iii) Formation of Not-for-Profit making companies.
 - (iv) Procedure relating to Foreign Companies Carrying on Business in India.
 - (v) Conversion of LLPs into Private Limited Companies and vice versa
 - b) **Investment and loans**
 - (i) Procedure for inter-corporate loans, investments, giving off guarantee and security.
 - (ii) Acceptance of deposits, renewal, repayment, default and remedies.
 - c) **Dividends**
 - (i) Profits and ascertainment of divisible profits.
 - (ii) Declaration and payment of dividend.
 - (iii) Unpaid and unclaimed dividend – treatment and transfer to Investor Education and Protection Fund
 - d) **Accounts and Audit**
 - (i) Maintenance of Books of Accounts
 - (ii) Statutory Auditor, Special Auditor and Cost Auditor – Appointment, resignation, removal, qualification, disqualification, rights, duties and liabilities
 - (iii) Companies Auditor Report Order (CARO) Rules.

e) Board of Directors & Managerial Personnel

- a) Directors and Managerial Personnel- appointment, reappointment, resignation, removal.
- b) Payment of remuneration to Directors and Managerial personnel and disclosure
- c) Powers of Board of Directors and restrictions on the powers of Directors
- d) Obtaining DIN
- e) Compensation for loss of office
- f) Waiver of recovery of remuneration
- g) Making loans to Directors, Disclosure of interest of a Director, Holding of Office or Place of Profit by a Director/relative
- h) Interested Directors

f) Board Meetings and Procedures

- (i) Board Meetings, Minutes and Registers
- (ii) Powers of the Board
- (iii) Corporate Governance & Audit Committee
- (iv) Duties and Liabilities of Directors
- (v) Powers related to – political contributions.

g) Inspection, Inquiry and investigation

h) Compromises, arrangements and amalgamations

i) Prevention of oppression and mismanagement

- (i) Majority Rule but Minority Protection
- (ii) Prevention of Oppression and Mismanagement

j) Revival and rehabilitation of sick industrial companies

k) Corporate winding up and dissolution – Kinds of winding up - powers of the Court and Official Liquidator

l) Companies Incorporated outside India

m) Offences and Penalties

n) National Company Law Tribunal and Special Courts

Section B: Other Corporate Laws

2. SEBI Laws and Regulations:

- (a) The Securities and Exchange Board of India Act,1992 – Rules, Regulations and Guidelines issued there under Clause 49 and SEBI (Issue of Capital and Disclosure Regulations),2009
- (b) The Securities Contracts (Regulation) Act,1956

3. The Competition Act, 2002

- (a) Competition - Meaning, objectives, extent and applicability
- (b) Competition Commission of India
- (c) Areas affecting competition

4. Foreign Exchange Management Act, 1999 (Basic Understanding Only)

Exports, Imports and Foreign Funds under Deferred Payment, ECB route, loans and export remittance and import remittances

5. Laws related to Banking Sector: (Basic Understanding Only)

- (a) The Banking Regulation Act,1949
- (b) The Securitization and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002
- (c) The Prevention of Money Laundering Act, 2002 – Role of Cost Accountants in Anti-Money Laundering (AML) Audits to check tax evasion and transfer of funds.

6. Laws related to Insurance Sector: (Basic Understanding Only)

- (a) The Insurance Act, 1938;
- (b) The Insurance Regulatory and Development Authority Act, 1999

Section C: Corporate Governance

7. Corporate Governance

- (a) Overview-Issues and Concepts
- (b) Corporate Governance Practices/Codes in India,
- (c) Corporate governance in family business
- (d) Corporate governance in state-owned business – the MOU system

8. Social, Environmental and Economic Responsibilities of Business.

- (a) National Voluntary Guidelines on Social, Environmental and Economic Responsibilities of Business
- (b) Corporate Social Responsibility – Nature of activities; Evaluation of CSR projects
- (c) E-governance

Paper 14: Strategic Financial Management

CONTENTS	Weightage
Section A : Investment Decisions	
1. Investment Decisions, Project Planning and Control	
2. Evaluation of Risky proposals for Investment decisions	
3. Leasing Decisions	25%
Section B : Financial Markets and Institutions	
4. Institutions in Financial Markets	
5. Instruments in Financial Markets	
6. Capital Markets	20%
7. Commodity Exchange	
Section C : Security Analysis and Portfolio Management	
8. Security Analysis & Portfolio Management	25%
Section D : Financial Risk Management	
9. Financial Risks & Management	
10. Financial Derivatives - Instruments for Risk Management	
11. Financial Risk Management in International Operations	30%

Section A: Investment Decisions

- 1. Investment Decisions, Project Planning and Control**
 - (i) Estimation of project cash flow
 - (ii) Relevant cost analysis for projects
 - (iii) Project appraisal Methods – DCF and Non-DCF Techniques
 - (iv) Capital Rationing
 - (v) Social Cost Benefit analysis
- 2. Evaluation of Risky Proposals for Investment decisions**
 - (i) Investment decisions under uncertainties
 - (ii) Effect of Inflation on Capital Budgeting Decisions
 - (iii) Sensitivity Analysis, Certainty Equivalent Approach, Decision Tree Analysis, Standard Deviation in Capital Budgeting, Risk Adjusted Discount Rate, Options in Capital Budgeting
- 3. Leasing Decisions**
 - (i) Lease Financing – Evaluation of Lease vs Buy options
 - (ii) Break-Even Lease rental determination
 - (iii) Cross Boarder leasing, Sale and Lease back

Section B: Financial Markets and Institutions

- 4. Institutions in Financial Markets**
 - (i) Reserve Bank of India, Commercial Banks, NBFCs
 - (ii) Insurance Companies, Pensions Funds.
- 5. Instruments in Financial Market**
 - (i) Money Market Instruments - Call money, Treasury Bills, Commercial Bills, Commercial Paper; Certificate of Deposits, Repo, Reverse Repo and Promissory Notes, Government Securities, Bonds, valuation of Bonds, Price Yield relationship.
 - (ii) Hedge Funds
 - (iii) Mutual Funds – Computation of NAV and Evaluation of Mutual fund's Performance
- 6. Capital Markets**
 - (i) Primary and secondary markets and its instruments
 - (ii) Optionally convertible debentures, Deep discount bonds
 - (iii) Rolling settlement, Clearing house operations
 - (iv) Dematerialization, Re-materialization and Depository system
 - (v) Initial Public Offering (IPO) / Follow on Public Offer (FPO) ; Book Building
 - (vi) Insider trading
 - (vii) Credit rating - Credit rating agencies in India

7. Commodity Exchange

- (i) Regulatory Structure, Design of markets
- (ii) Issues in Agricultural, Non-Agricultural Markets, Product design, Spot price and present practices of commodities exchanges
- (iii) Intermediaries in the commodity exchanges & Clearing house operations, risk management related issues
- (iv) Commodity Options on futures and its mechanism

Section C: Security Analysis & Portfolio Management

8. Security Analysis & Portfolio Management including Equity Research

- (i) Security analysis- Fundamental analysis- Economic analysis, Industry analysis, Company analysis, Technical analysis, Momentum analysis - arguments and criticisms
- (ii) Market indicators, Support and resistance level, Patterns in stock price
- (iii) Statistic models – Moving Averages, Bollinger bands
- (iv) Theories on stock market movements – Dow Jones Theory
- (v) Portfolio Management – meaning, objectives and basic principles
- (vi) Portfolio Management theories – Efficient Market Hypothesis, Markowitz Model, Random Walk theory, CAPM, APT, Sharpe Index.
- (vii) Portfolio Management – Construction of a Portfolio, Computing the Portfolio Total risk, Classification of risk into systematic and unsystematic, Minimization of Portfolio risk, Monitoring the Risk and Return of a portfolio
- (viii) Portfolio Analysis - Security and Capital Market Line, Beta, Levered and Unlevered Beta

Section D: Financial Risk Management

9. Financial Risks

- (i) Credit Risk, Liquidity Risk, Asset based risk , Operational Risk
- (ii) Foreign investment risk, Market Risk

10. Financial Derivatives - Instruments for Risk Management

- (i) Forward & Futures – Meaning and Difference between Forwards and Future, Stock futures, Hedging through futures and benefits of Future market, Components of Future Price, Index based Futures, Margins in the derivatives market,
- (ii) Options – Meaning, types of Options (Call & Put), Put-Call Parity theory, Determination of Option Premium, Strategies in Options market – spread, bull spread, bear spread, butterfly spread, combination, straddle, Strangle, Strips and Straps, Valuation of Options using- Option Equivalent, Stock Equivalent, Binomial tree approach, Risk neutral and Black-Scholes Model
- (iii) Swaps and Swaptions – Meaning, types, features, benefits of Swaps, Interest rate swaps,
- (iv) Interest rate derivatives – Meaning, Interest rate caps, interest rate collars, forward rate agreements

11. Financial Risk Management in International Operations

- (i) Sources of Foreign currency, debt route, depository receipts, American Depository Receipts (ADRs) – sponsored, unsponsored, Global Depository Receipts (GDRs), Warrants, Foreign Currency Convertible Bonds (FCCBs), Euro Issues, Euro Commercial Paper, Euro Convertible Bonds, Note Issuance Facility, Participating Notes, Foreign Direct Investment
- (ii) Foreign Exchange Market – Exchange Rate determination – Exchange Rate Forecasting- Purchasing Power Parity-Interest Rate Parity
- (iii) Exchange Rate Risk management – Forex Hedging tools, exposure netting, currency forward, cross currency roll over, Currency futures, options, money market hedge, asset-liability management
- (iv) Foreign Investment Analysis: International Portfolio Investment – International Capital Budgeting.

Paper 15: Strategic Cost Management – Decision Making

CONTENTS	Weightage
SECTION A: COST MANAGEMENT	20%
1. Cost Management	
SECTION B: STRATEGIC COST MANAGEMENT TOOLS AND TECHNIQUES	50%
2. Decision Making techniques	
3. Standard Costing in Profit Planning	
4. Activity Based Cost Management – JIT and ERP	
5. Cost of Quality and Total Quality Management	
SECTION C: STRATEGIC COST MANAGEMENT – APPLICATION OF STATISTICAL TECHNIQUES IN BUSINESS DECISIONS.	30%
6. Application of Operation Research and Statistical Tools in Strategic Decision Making.	

Section A: Cost Management

1. Cost Management

(a) Developments in Cost Management:

- (i) Life Cycle costing
- (ii) Target costing
- (iii) Kaizen Costing
- (iv) Value Analysis and Value Engineering
- (v) Throughput Costing
- (vi) Business Process Re-engineering
- (vii) Back-flush Accounting
- (viii) Lean Accounting
- (ix) Socio Economic Costing

(b) Cost Control and Cost Reduction – Basics, Process, Methods and Techniques of Cost Reduction programme.

Section B: Strategic Cost Management Tools and Techniques

2. Decision Making Techniques

- (a) Marginal Costing- Differential costing-CVP Analysis – Profit Volume Graphs – Contribution Approach
- (b) Decisions involving alternative choices – Optimum utilization of resources – Make or Buy – Evaluation of Orders – Multiple scarce resource problems- Product sales pricing..... etc
- (c) Pricing Decisions and Strategies – New Product Pricing, Use of Costs in Pricing, Sensitivity Analysis in Pricing Decisions; Monopoly Pricing vs. Competitive Pricing; Bottom Line Pricing
- (d) Costing of Service Sector – methods, pricing, performance measurement
- (e) Transfer Pricing - Objectives, Methods (Cost Based, Market Price Based, Negotiated Pricing), Advantages and Disadvantages, Criteria for setting Transfer Prices, Transfer Price in different situations, Situations causing Conflicts and resolving the Conflicts;
- (f) Relevant Cost Analysis : Relevant Cost, Irrelevant Costs - Sunk or Historical Cost, Committed Cost, Absorbed Cost, Situations where Fixed Costs become relevant for decision – making and its related implications
- (g) Profitability Analysis – Product wise / Segment Wise / Customer wise

3. Standard Costing in Profit Planning

- (a) Variance Analysis - Investigation of Variances, Planning and Operating Variances, Controllable / Non-controllable Variances, Relevant Cost Approach to Variance Analysis; Variance analysis under marginal costing and absorption costing; Activity Ratios; Application of budgetary control and Standard Costing in Profit planning, Standard Costing Vs Budgetary Control, Reconciliation of Actual Profit with Standard Profit and /or Budgeted Profit.
- (b) Uniform Costing and Inter-firm comparison.

4. Activity Based Cost Management – JIT and ERP

- (a) Activity Based Cost Management - Concept , purpose, benefits, stages, relevance in decision-making and its application in Budgeting, Responsibility accounting, Traditional Vs. ABC System – comparative analysis
- (b) JIT – introduction, Benefits, Use of JIT in measuring the Performance
- (c) ERP and its applications in strategic cost management
- (d) Bench Marking

5. Cost of Quality and Total Quality Management

- (a) TQM - Basics, Stages, Principles, Control, Corrective actions
- (b) PRAISE-Steps, Problems, implementation
- (c) PARETO Analysis
- (d) Quality Costs

Section C: Strategic Cost Management – Application of Statistical Techniques in Business Decisions

6. Application of Operation Research and Statistical Tools in Strategic Decision Making

- (a) Learning Curve,
- (b) Linear Programming (Formulation only)
- (c) Assignment,
- (d) Transportation
- (e) Simulation
- (f) Network Analysis – CPM / PERT

Paper 16: Direct Tax Laws and International Taxation

CONTENTS	Weightage
Section A : Advanced Direct Tax Laws	
1. Return of Income & Assessment Procedure	
2. Assessment of Various Entities & Tax Planning	
3. Clubbing of Income	
4. Set-Off and Carry forward and Set-off of losses	
5. Deduction in Computing Total Income	
6. Business Restructuring	
7. Administrative procedures under Direct Taxation	
8. Grievances Redressal Procedure	
9. Settlement of Cases	
10. Black Money Act, 2015	
Section B : International Taxation	
11. Double Taxation Avoidance Agreements (DTAA)	
12. Transfer Pricing Issues	
Section C : Tax Practice and Procedures	
13. Case Study Analysis	

Section A: Advanced Direct Tax Laws

1. Return of Income & Assessment Procedure

- (a) Return of Income
- (b) Annual Information Return [Section 285BA]
- (c) Assessment Procedure

2. Assessment of Various Entities & Tax Planning

- (a) Assessment of Individuals
- (b) Assessment of Hindu Undivided Family
- (c) Assessment of Firms
- (d) Assessment of Limited Liability Partnership (LLP)
- (e) Assessment of Association of Persons / Body of Individuals
- (f) Assessment of Companies
- (g) Assessment of Co-operative Societies
- (h) Assessment of Trusts
- (i) Assessment of Mutual Association
- (j) Alternate Minimum Tax and Minimum Alternate Tax
- (k) Different Aspects of Direct Tax Planning

3. Clubbing of Income

Income of other person's assessed / clubbed in the hands of the Assessee

4. Set-Off and Carry forward and Set-off of losses

- (a) Introduction
- (b) Set off of loss in the Same Year

- (c) Carry forward and set off of loss in Subsequent Years
- 5. **Deduction in Computing Total Income**
 - (a) Introduction
 - (b) Deductions from Gross Total Income
- 6. **Business Restructuring**
 - (a) Restructuring business
 - (b) Amalgamation
 - (c) Demerger, Reverse Merger
 - (d) Conversion of sole proprietary business to company
 - (e) Conversion of Firm into Company
 - (f) Conversion of Private Company / Unlisted Public Company into Limited Liability Partnership (LLP)
- 7. **Administrative procedures under Direct Taxation**
 - (a) CBDT & Other Authorities
 - (b) Survey
 - (c) Search and Seizure
 - (d) Demand, Recovery, Assessment, appeal, revision, and settlement.
 - (e) E-commerce Transaction and liability in special cases
 - (f) Penalties, Fines and prosecution
 - (g) Income Computation and Disclosure Standards
- 8. **Grievances Redressal Procedure**
 - (a) Grievances Redressal Procedure
 - (b) Rectification
 - (c) Appeal and Appellate Hierarchy
 - (d) Revision
- 9. **Settlement of Cases**
 - (a) Liability under special cases
 - (b) Settlement of Cases [Section 245A to 245L]
 - (c) Advance Ruling
- 10. **Black Money Act, 2015**
 - (a) Introduction to Black Money Act
 - (b) Highlights of Black Money Act

Section B: International Taxation

- 11. **Double Taxation Avoidance Agreements (DTAA)**
 - (a) Double Taxation Relief - Agreement with Foreign Countries or Specified Territories [Section 90]
 - (b) Adoption by Central Government of agreement between Specified Associations for Double Taxation Relief [Section 90A]
 - (c) Countries with which no Agreement Exists [Section 91]
 - (d) Tax Residency Certificate [TRC] [Section 90 & 90A]
- 12. **Transfer Pricing Issues (including international and domestic transactions)**
 - (a) International Taxation & Transfer Pricing issues
 - (b) Application of Generally Accepted Cost Accounting Principles and Techniques for determination of Arm's Length Price
 - (c) Advance Pricing Agreement (APA) – Concept and Application

Section C: Tax Practice and Procedures

- 13. **Case Study Analysis**

Disclaimer: The contents of this subject/ paper shall be reviewed every 6 months and shall be incorporated accordingly

**SYLLABUS-2016
FINAL COURSE
GROUP - IV**

PAPER 17: CORPORATE FINANCIAL REPORTING

CONTENTS	Weightage
Section A : GAAP and Accounting Standards	30%
1. Accounting Standards	
Section B: Accounting of Business Combinations & Restructuring	20%
2. Accounting of Business Combinations & Restructuring	
Section C : Consolidated Financial Statements	20%
3. Group Financial Statements	
Section D: Developments in Financial Reporting	15%
4. Recent Trends in Financial Reporting	
5. Valuation, Accounting and Reporting of Financial Instruments and others	
6. Share based payments	
7. Reporting through XBRL (Extended Business Reporting Language)	
Section E: Government Accounting in India	15%
8. Government Accounting Procedure and Standards	

Section A: GAAP and Accounting Standards

1. Accounting Standards

- (a) Generally Accepted Accounting Principles in India
- (b) Accounting Standards (AS) – Applicability, Interpretation, Scope and Compliance
- (c) International Financial Reporting Standards
- (d) Over View of Ind AS
- (e) Relative view of AS VS Ind AS VS IFRS

Section B: Accounting of Business Combinations & Restructuring

2. Accounting for Business Combinations & Restructuring (as per Ind AS)

- (a) Relevant Terms, Types of merger, methods of accounting, treatment of Goodwill arising on merger, Purchase consideration and settlement
- (b) Accounting in books of vendor/ transferor and transferee
- (c) Accounting for investment in subsidiary
- (d) Accounting for Mergers / Acquisitions (including chain holdings, cross holdings, multiple holdings)
- (e) Corporate Financial restructuring, Reconstruction Schemes, De-merger, Reverse merger
- (g) Notes to Accounts & related disclosures under amalgamation

Section C: Consolidated Financial Statements

3. Group Financial Statements

- (a) Concept of a group, Purposes of consolidated financial statements, Consolidation procedures, Minority interest, Goodwill, Treatment Pre-acquisition profit and Post-acquisition profit and concept of Fair value at the time of acquisition.
- (b) Consolidation with two or more subsidiaries, consolidation with foreign subsidiary.
- (c) Consolidated Income Statement, balance Sheet and Cash Flow Statements for Group of

- companies.
- (d) Impact on group financial statements at the point of acquisition
- (e) Treatment of investment in associates in consolidated financial statements. Compare and contrast acquisition and equity methods of accounting
- (f) Treatment of investment in joint ventures in consolidated financial statements

Section D: Developments in Financial reporting and Other Item of reporting

4. Recent trends in Financial reporting

Concept of Triple Bottom Line Reporting

5. Valuation, Accounting and Reporting of Financial Instruments and others

- (a) Recognition & Valuation Financial Instruments
- (b) CENVAT / VAT Accounting
- (c) NBFC – Provisioning Norms and Accounting
- (d) Valuation of Shares
- (e) Valuation of Goodwill

6. Share Based payments

- (a) Meaning, Equity settled transactions, Transaction with employees and non-employees
- (b) Vesting conditions, Determination of Fair value of Options, Determination of ESOP Provision and Related Disclosure and settlement of ESOP

7. Reporting Through XBRL (Extended Business Reporting Language)

Section E: Government Accounting in India

8. Government Accounting

- (a) General Principles and comparison with commercial accounting
- (b) Role of Comptroller and Auditor General of India
- (c) Role of Public Accounts Committee, Review of Accounts
- (d) Government Accounting Standards issued by Government Accounting Standards Advisory Board (GASAB)
- (e) Government Accounting and Reporting

Paper 18: Indirect Tax Laws and Practice

CONTENTS	Weightage
Section A : Advanced Indirect Tax - Laws & Practice	
1. Central Excise	20%
2. Customs law	10%
3. Service tax	30%
4. Foreign Trade Policy (with special reference to Tax Planning)	10%
5. Central Sales Tax & Value Added Tax	10%
Section B : Tax Practice and Procedures	
6. Case study analysis	20%

Section A: Advanced Indirect Tax - Laws & Practice

1. Central Excise Act

- (a) The Central Excise Law – CENVAT Credit availment, Utilization and Reversal
- (b) Assessments, Demands, Refund, Exemptions, Power of Officers
- (c) Interpretation of Show Cause Notice and Drafting of response against Show Cause Notice, Adjudication, Appeals, Settlement Commission, Penalties
- (d) Central Excise Audit and Special Audit under 14A and 14AA of Central Excise Act
- (e) Tariff Commission and other Tariff authorities

2. Customs Act

- (a) Valuation, Customs Procedures, Import and Export Procedures, Baggage, Exemptions, Warehousing, Demurrage, Project Import and Re-imports
- (b) Penalties and Offences
- (c) Anti-dumping Laws – Valuation under Anti-dumping laws, Safeguards, Countervailing Duties, Relevance of Cost Information, Application of Cost Accounting principles in assessment, Impact of taxation on WTO, Anti Dumping Measures.

3. Service Tax

- (a) Introduction, Nature of Service Tax, Service Provider and Service Receiver, Registration and related issues
- (b) Negative List of Services, Exemptions and Abatements
- (c) Valuation of Taxable Services
- (d) Payment of service Tax, Returns of Service Tax
- (e) CENVAT Credit Rules, 2004
- (f) Point of Taxation Rules, 2012
- (g) Place of Provision of Service Rules, 2012
- (h) Administrative aspects of Service Tax – Return, Payment of Tax, Assessment
- (i) Special Audit u/s 72A of the Finance Act, 1994 for Valuation of Taxable Services

4. Foreign Trade Policy, Export Promotion Schemes, EOU, SEZ, EXIM Policy

- (a) Foreign Trade Policy
- (b) Export Promotion Schemes,
- (c) Export Oriented Units (EOU)
- (d) Duty Exemption Scheme and Duty Drawback
- (e) Special Economic Zone (SEZ)

5. Central Sales Tax and VAT Act

- (a) Assessment of transactions under CST and VAT
- (b) Returns and assessment procedures under Central Sales Tax (CST) and VAT Act

Section B: Tax Practice and Procedures

6. Case Study Analysis

Disclaimer: *The contents of this subject/ paper shall be reviewed every 6 months and shall be incorporated accordingly.*

Paper19: COST AND MANAGEMENT AUDIT

CONTENTS	Weightage
Section A: Cost Audit	
1. Nature, Scope, utility and Advantages of Cost Audit	35%
2. Companies (Cost Records & Audit) Rules, 2014	
3. Professional Ethics, Misconduct, Offences and Penalties	
4. Cost Accounting Standards	
5. Cost Auditing and Assurance Standards	
6. Format of Cost Audit Report – XBRL – Salient Features	
Section B: Management Audit	
1. Management Reporting issues under Cost Audit	15%
2. Management Audit – Meaning, Nature, Scope etc	
3. Energy Audit, Efficiency Audit, Propriety Audit and Systems Audit	
4. Evaluation of Corporate Image - Corporate Development Audit –	
5. Impact of environmental pollution	
Section C: Internal Audit, Operational Audit and other related issues	
1. Concept of Internal Audit	25%
2. Provisions of Internal Audit under Companies Act, 2013	
3. Audit Planning, Audit Programme, Audit working papers	
4. Receivables Audit, Audit of services and local bodies	
Section D: Case Study on Performance Analysis	25%

Section A: Cost Audit

1. Nature, Scope, utility and Advantages of Cost Audit
2. Companies (Cost Records and Audit) Rules, 2014
3. Professional Ethics, Misconduct, Offences and Penalties
4. Cost Accounting Standards
5. Cost Auditing Assurance Standards
6. Format of Cost Audit Report – XBRL – Salient features

Section B: Management Audit

1. Management Reporting issues under Cost Audit – Performance Appraisal Report
2. Management Audit – Meaning, Nature, Scope, Need for Management Audit and Reporting under Management Audit
3. Energy Audit, Efficiency Audit, Propriety Audit and Systems Audit
4. Evaluation of Corporate Image - Corporate Development Audit –Corporate Strategy Audit
5. Impact of environmental pollution: Social Cost Benefit Analysis, Corporate Social Audit and Safety audit.

Section C: Internal Audit, Operational Audit and other related issues

- a. Concept of Internal Audit
- b. Provisions of Internal Audit under Companies Act, 2013
- c. Audit Planning, Audit Programme, Audit working papers, Reporting to Management
- d. Receivables Audit, Audit of Hospitals, Hotels, educational Institutions, Co-operative Societies, Self Help Groups, Non-Governmental Organizations (NGOs), corporations, Municipalities, Panchayats.

Section D : Case Study on Performance Analysis

Case Study on the basis of the Companies Performance for managerial decision-making with reference to:

- (a) Application of Ratios for assessment of performance.
- (b) Waste Multiplier

- (C) Utilities Consumption i.e., Power, Fuel etc
- (d) Capacity determination and Utilization
- (e) Value Addition
- (f) Inventory valuation
- (g) Abnormal Events such as Strike, Lock-out and other factors
- (g) Profitability analysis
- (h) Reconciliations of Financial and Cost Records i.e., Profit, Taxation

Paper 20: Strategic Performance Management and Business Valuation

CONTENTS	Weightage
Section A : Strategic Performance Management	50%
1. Conceptual Framework of Performance Management	
2. Performance Evaluation & Improvement Tools	
3. Economic efficiency of the firm— Impact analysis on Performance	
4. Enterprise Risk Management	
Section B : Business Valuation	50%
5. Business Valuation Basics	
6. Valuation in Mergers and Acquisitions	
7. Fair Value in Accounting Measurement	
8. Valuation of Intangibles	

Section A: Strategic Performance Management

1. Conceptual Framework of Performance Management

- (a) Performance Management- concept, components
- (b) Performance, Productivity and Efficiency
- (c) Financial performance analysis
- (d) Supply Chain Management (SCM)
- (e) Customer Relationship Management (CRM) & Customer Profitability analysis;

2. Performance Evaluation & Improvement Tools

- (a) Balanced Score Card
- (b) Du-Pont Analysis
- (c) Bench marking & Bench trending
- (d) Six Sigma
- (e) Statistical Quality Control (SQL)
- (f) Plan- Do- Check- Action (PDCA)
- (g) Management Information System
- (h) Online Analytical processing tools
- (i) Tools to Improve Productivity and Profitability – MRP I, MRP II and ERP
- (j) Total Productivity Management
- (k) Total Quality Management

3. Economic Efficiency of the firm –Performance Analysis

- (a) Profit-maximization under different market structure
- (b) Market factors affecting Pricing decisions

4. Enterprise Risk Management

(a) Risk Management

- (i) Risk Management – Introduction and objectives
- (ii) Risk Measurement - Pooling, Diversification, Total Loss Distribution, Ruin Probability
- (iii) Risk Analysis – Risk Mapping and Risk indicators

(b) Corporate Risk Management

- (i) Enterprise Risk Management
- (ii) Risk Retention or Reduction
- (iii) Value at Risk (VAR)
- (iv) Introduction to Capital Adequacy Norms in Banking Industry

(c) Corporate Failure

- (i) Corporate Distress Analysis- Causes
- (ii) Corporate Distress Prediction Models: Edward Altmans Model, NCAER Models

Section B: Business Valuation

5. Business Valuation Basics

- (a) Meaning of Value, Valuation and Business Valuation
- (b) Principles of Valuation, Valuation Bias, Types of Values
- (c) Role of Business Valuation in Corporate Finance and Business Acquisitions

6. Valuation Models

- (a) Non-Discounted Cash Flow Method (DCF) – Accounting based, Earnings based, Cash flow based.
- (b) Discounted Cash Flow Method
- (c) Other methods of valuation

7. Valuation of Assets and Liabilities

- (a) Valuation of Inventory
- (b) Valuation of Investments – Bonds and Shares
- (c) Valuation of Intangibles – Copy Rights, Good Will, Brand
- (d) Valuation of Human Resources
- (e) Value Added, Economic Value Added, Market Value Added

8. Valuation in Mergers and Acquisitions

- (a) Meaning of Business Mergers and acquisitions and Types
- (b) Application of valuation models for business mergers and acquisitions
- (c) Determination of Exchange Ratio(Swap)or Purchase Consideration
- (d) Synergistic benefits and distribution of synergy gains
- (e) Recognition of Interest of various stakeholders
- (f) Selection of appropriate cost of capital for valuation
- (g) Impact of merger on value of share