COMMERCE AND ACCOUNTANCY

CODE-07

PAPER-1

BOOK-KEEPING AND ACCOUNTANCY


Error and their rectification, average due date and account current.

Consignment and joint ventures, sectional and self balancing ledgers, Single entry system. Income and expenditure and receipts and payments accounts. Partnership accounts(including admission, retirement and dissolution of partners.)

BUSINESS ORGANISATION AND MANAGEMENT.


Company, Business combinations Channels of distribution, retail, wholesale, selections of channels of distribution. Financing of home trade, personal setting.


Business Statistics:- Definition, scope, functions and limitations of statistics, collection of primary and secondary data editing, classification and tabulation of data.

Presentation of data through diagrams and graphs. One dimensional, two dimensional and three dimensional diagrams. Graphson Natural and semi-logarithmic scale. Time series graphs, Frequency. O Give curves and Galton method of locating median.

Measures of central tendency:- Arithematic mean, Geometric mean, Hormonic mean, Mode and Median for grouped and ungrouped data, Measures of dispersion, Range, Quartile deviation, Mean and Standard Deviations, Co-efficients of dispersion, co-efficient of variation, Skewness and co-efficient of Skewness.

Correlation analysis:-Simple Correlation between two variable (grouped and ungrouped data). Bank correlation and correlation of concurrent division.
Construction of Index Number:- Purpose and problems fixed and Chain Base Methods, Choice of averages.

Analysis of time series, components of time series(Absolute and Relative), secular trend, Cyclical, Seasonal and Irregular Fluctuations, Isolation of Trend.

Free-hand curve method. Moving average method. Semi average method and least square method (Fittings straight lines only).

Indian Statistics- Sources of statistical data relating to Agriculture Industry, Population, Trade and Prices, Statistical Organizations at the Centre and in the States.

Commercial Law:- Indian Law relating to contracts (including Bailment, Pledge Indemnity, Guarantee and Agency), Partnership Act.


**PAPER-II**

**MONEY BANKING AND INTERNATIONAL TRADE**

**Money**: Definition and functions, Role in Capitalist and Socialist economy, Classification, paper money methods of issue monetary standards, Value of money its meaning and measurement of changes. Determination of the value of money quantity theory. The Fishers and Cambridge equations. Income and expenditure approach Liquidity theory. Inflation. Open and Suppressed, Demand pull and cost push. Monetary institutions money and capital markets policy-its objectives and techniques. Brief History of Indian currency with special emphasis on the present day currency problems in India.

**Banks**: Their types and functions, the nature of commercial banking operations, Distribution of principles and objectives. Control Banks. The nature of their business, objectives and techniques of central banking.


**Company Law**: A study of the provisions of Indian Law regarding companies (excluding winding up proceedings).

**Note**: Candidates are expected to be acquainted with general principle of Law including amendments made six months before the commencement of the examination.
Income Tax: Law and practice of income: Definition, Distinction between capital and Revenues. Basis of charge or incidence of tax liability. Exempted incomes, heads of incomes, income of other persons included in assessee's total income. Computation of total taxable income in regard to income of individuals, H.U.Fs and Firms.


Auditing: Its origin, definition, scope, objects and advantages, Classes of audits, continuous and completed internal check internal Audit, Audit programme techniques of Auditing Vouching, Verification of assets and liabilities, depreciation and reserves, Divisible profits, conducting investigations, auditor's report.

Management: (1) Elements of Management Accounting.

1. Introduction: Management Accountancy.

Conventions of Management Accountancy.

Organisation for Management Accountancy, Responsibilities of Management Accountancy. Limitation of Management Accountancy.


5. Application Marginal cost equations contribution. PLV ratio break even point, margin of safety.


(ii) Elements of management principles:

1. Introductory meaning, nature scope and importance of management in modern world. The managerial revolution, scientific management and rationalisation.

2. Brief historical background and management through 19th Century contributions, Bandage, Watt, Owan etc. scientific approach in management. Taylor Philosophy, Henri Fayol and Urvic Human relations approach in management, Elton Mayo and Mary Parker-Follet.

3. An elementary knowledge of the functions of management:

(i) Planning;

(ii) Organisation;

(iii) Co-ordination;

(iv) Motivation;

(v) Control;

Process of decision making (elementary approach).