

COMMERCE

PART : I : ACCOUNTING :

Accounting equation : Concept and convention. Generally accepted accounting principles - capital and revenue expenditures and receipts : Preparation of the financial statements including statements of sources and application of funds, Partnership accounts including dissolution and piecemeal distribution among the partners, Accounts of nonprofits organisation , Preparation of accounts from incomplete record, Company Accounts, Issue and redemption of shares and debenture, Capitalisation of profits and issue of bonus shares, Accounting for depreciation including accelerated methods of providing depreciation, Inventory valuation and control.

Ratio analysis and interpretation : Ratios relating to short terms liquidity, long term solvency and profitability, importance of the rate of return of investment (ROI) in evaluating the overall performance of business entity.

Nature and objects of auditing : Balance Sheet and continuous audit, Statutory management and operational audits Auditor's working papers, Internal control and internal audit. Audit of proprietary and partnership firms, Board outlines of the company audit.

PART : II : BUSINESS ORGANISATION AND SECRETARIAL PRACTICE

Distinctive Features of different forms of business organisation. Formalities and documents in floating a Joint Stock Company - Doctrine of indoor management and principle of constructive notice, Type of securities and methods of their issue, Economic functions of the new issues market and stock exchange- Business combinations, Control of monopoly houses, Procedure and financing of export and import trade, Incentives for export promotion, Role of the EXIM Bank.

Management function : Planning Organising Staffing. Directing, Coordination and Control.

Organisation Structure Centralisation and decentralisation, delegation of authority, span of control, management by objective (MBO) and Management by exception.

Office Management : Scope and principles, Systems routines, Handling of records, Office equipment and machines, Impact of Organisation and methods (O & M)

Company Secretary : Functions and scope, Appointment, qualification and disqualifications, Rights, duties and liabilities of Company Secretary, Drafting of agenda and minutes.