

CMJ UNIVERSITY, SHILLONG
REGULATION FOR M.COM

Duration – Two Years
Eligibility - B.Com

Scheme of Distribution of Marks

Sr. No.	First Year	Internal Assessment Marks	Term End Examination	Total Marks	Passing Marks
1	Financial Accounting	30	70	100	40
2	Taxation	30	70	100	40
3	Management Accounting	30	70	100	40
4	Advanced Corporate Accounting	30	70	100	40
5	Practice Of Commercial Banking	30	70	100	40
Sr. No.	Second Year	Internal Assessment Marks	Term End Examination	Total Marks	Passing Marks
1	Auditing	30	70	100	40
2	Human Resource Management	30	70	100	40
3	Financial Management	30	70	100	40
4	Business Organization	30	70	100	40
5	Project				

M.COM (First year)

FINANCIAL ACCOUNTING MOM 101

UNIT-I

Introduction to Financial Accounting - Meaning, Scope, Principles, Concepts and Conventions - Preparation of Financial Statements, Trial Balance - Manufacturing, Trading Account - Profit and Loss Account - Balance Sheet - Depreciation Methods and Accounting.

UNIT-II

Financial Statement – Analysis and Interpretation - Meaning in Types of Financial Statement - Types of Financial Analysis - Steps involved in Financial Statement Analysis - Techniques of Financial Analysis - Limitations of Financial. Analysis.

UNIT-III

Ratio Analysis – Meaning – Classification - Advantages of Ratio Analysis - Fund Flow Analysis - Cash Flow Analysis.

UNIT-IV

Budgeting Control - Meaning of Budget - Classification of Budgets - Performance Budgeting - Zero Base Budgeting - Standard Costing - Determination of Standard Cost - Variance Analysis - Cost and Sales Variances - Control of Variance.

UNIT-V

Marginal Costing and Profit Planning - Cost Volume Profit Analysis - Break Even Analysis

TAXATION MOM 102

Unit : I

Basic concepts – Definitions – Previous year, Assessment year, Assessment year, Income, Assessee, Person – Residential Status – Tax Free Income, Agricultural Income.

Unit : II

Heads of Income – Computation of Income under the head salaries – Income from House Property – Profits and Gains of Business (or) Profession – Depreciation and other Allowances – Deemed Income.

Unit : III

Capital Gains – Income from other sources – Deductions from other sources – Deductions From Gross Total Income.

Unit : IV

Computation of Total Income – Individuals – Assessment of Firm – Tax Deducted at Source – Advance Tax – Penalties – PAN – Income Tax Authorities.

Unit : V

Aggregation of Income – Set off and Carry Forward of Losses – Classification of Companies for Income Tax Purpose – MAT – TAX on Distributed Profits – An Outline of Wealth Tax.

MANAGEMENT ACCOUNTING

MOM 103

UNIT- I

Management Accounting-Nature And Scope- Meaning- Definitions- Objects Of Management Accounting And Financial Accounting -Management Accounting And Cost Accounting.

UNIT-II

Analysis And interpretation Of Financial statements- The Concept Of Financial Statement- Limitations Of Financial Statements-Analysis And Interpretation- Tools-comparative Financial Statements- Common Size Financial Statements And Trend Percentages.

UNIT- III

Ratio Analysis-Nature, Interpretation and Limitations of ratios- Short-term and Long-term financial ratios-Profitability. Efficiency, proprietary and yielding ratios.

UNIT-IV

Fund Flow Analysis-Concept of funds-Sources and uses of funds-Concept of Fund Flow Statement-Managerial uses of Fund Analysis-Construction of fund flow Statement- Distinction of Cash from funds- Utility of cash flow statement- Construction of cash flow statement.

UNIT-V

Marginal Costing And Break - Even Analysis For Profit Management and Control. Capital Budgeting - Nature of Capital expenses - Concept Of Capital Budgeting- Capital Budgeting Procedures- Methods Of Ranking Investment Proposals- Simple Problems Involving Payback Method- Average Rate Method And Discounted Cash Flow Methods.

ADVANCED CORPORATE ACCOUNTING

MOM 104

Unit I

Accounting Standards – GAAP – Indian Accounting Standards – Issue, Forfeiture and Re-Issue of Shares – Issue and Redemption of Debentures – Redemption of Preference Shares.

Unit II

Final Account of Joint Stock Companies – Consolidated Balance Sheet (Excluding Inter – Company Holdings).

Unit III

Absorption, Amalgamation and Reconstruction (Internal and External) of Jointstock Companies.

Unit IV

Liquidator's final Statement of Accounts – Valuation of Shares and Goodwill.

Unit V

Final Accounts of Banking Companies, Life Insurance and General Insurance (Fire and Marine) Companies.

PRACTICE OF COMMERCIAL BANKING

MOM 105

Unit – I

Lending of money by banks; Principles of sound lending – Forms of advances such as cash credit, Overdraft, Loan, Purchase and Discounting of bills – Borrowers study.

Unit – II

Secured advances; Different types of securities viz., Government securities. Corporate securities, Life Insurance Policies, Goods, Document of Title to Goods, Real Estate and Book debts. Model of creating charging viz. Lien, Pledge, Hypothecation and Mortgage.

Unit – III

Guarantees : Definition - Essential features of a contract of guarantee – Liability of the study – Rights of surety – Obligations of creditor towards surety – Rights of creditor.

Unit – IV

Loan appraisal: Managerial appraisal, Technical appraisal, Commercial Appraisal and financial appraisal – Follow up and supervision – NPAs.

Unit – V

Documentation: Meaning – Documentation in respect of various types of borrowers and securities – Essential clauses – Indian Stamp Act – Limitation Act.

M.COM Second Year
MOM – 201
AUDITING

UNIT – I

Nature of Auditing, Objectives of Auditing, Advantages of Audit, Basic Principles of Auditing, Evidence in auditing, Audit process, Scope of Audit, Types of Audit - Statutory Audits, Non-Statutory Audits, Methods of Audit, Vouching, Audit Techniques

UNIT – II

Techniques of Auditing - Planning an audit, Matters, Developing the Audit programme, Contents of Audit programme, Audit memorandum, Audit notebook, Audit markings, audit procedures, verification and valuation of assets and liabilities, Types of audit reports,

UNIT – III

Evaluation of Internal Control System - Internal Control System - Objectives, Types, Components, Limitations, Need for Evaluation of ICS, Stages in Evaluation of Internal Control System, Techniques for Evaluation of ICS, Test checking and audit sampling

UNIT – IV

Company Audit - Qualification of the Auditor, Appointment of first Auditor, Appointment of subsequent Auditors, Reappointment of Retiring auditor, Rights of retiring auditor, Auditor of Government companies, Duties of Company auditor, Liabilities of an Auditor

UNIT – V

Audit of non-corporate enterprises - Audit of Co-operative Societies, Audit of non Trading Institutions, Internal and Management Audit, Need for Internal Audit, Distinction between Internal and External Audit, Propriety Audit, Standard Auditing Practices (SAP)

MOM – 202

HUMAN RESOURCE MANAGEMENT

UNIT – I

Concepts And Perspectives in HRM – Scope, Objectives, The Demand For Human Resources, Causes Of Demand, Human Resource Planning, Process Of Human Resource Planning, HRM In Changing Environment – Human Resource Accounting - Benefits Of Human Resource Accounting, Methods Of Human Resources Valuation

UNIT – II

Job Analysis – Job Description, Contents Of Job Analysis, Steps in Job Analysis, Techniques Of Job Analysis Data, Job Description, Components Or Content Of Job Description, Uses of Job Description, Developing Job Description, Selecting Human Resources, Models Procedure for Effective Personnel Selection, Steps in Selecting Procedure, Essential Of Selection Procedure

UNIT – III

Induction, Training And Development, Induction Procedure, Typical Techniques Of Induction Programs, Training And Development, Distinction Between Training And Development, Steps In Training Programs, Element Of Training, Various Training Techniques, Classification Of Training Methods

UNIT – IV

Exit Policy And Implications, Exit Policy, Procedure For Voluntary Retirement Schemes, Performance Appraisal And Evaluation, Approaches To Performance Appraisal, Methods Of Performance Appraisal, Traditional Methods, Modern Methods Of Appraisal, Job Evaluation, Objectives Of Job Evaluation, Procedure Of Job Evaluation, Methods Of Job Evaluation

UNIT – V

Wage Determination, Factors For Wage Determination, Industrial Relations And Trade Unions, Objective & Principles of Industrial Discipline, Trade Unions, Principles Of Trade Unionism, Dispute Resolution - Types Of Disputes, Settlement Of Disputes, Grievance Management, Grievance Procedure Step In Unionized Organizations, Labor Welfare And Social Security Measures

MOM – 203

FINANCIAL MANAGEMENT

UNIT – I

Financial Management - Nature, Objective - Profit Maximization, Wealth Maximization, Finance and Related Disciplines - Finance and Economics, Finance and Accounting, Scope - Traditional Approach, Modern Approach,

UNIT – II

Valuation concepts and Valuation of Securities - Liquidation value versus going concern value, Book Value Verses Market Value, Market Value Versus Intrinsic Value, Bond Valuation, Preferred Stock Valuation, Common Stock Valuation

UNIT – III

Capital budgeting Decisions – Risk Analysis, Methods - Average Rate of Return Method, Payback Period Method, Internal Rate of Return Method, Net Present Value Method Risk and Uncertainty in Capital Budgeting, Methods for accounting for risk in capital budgeting

UNIT – IV

Capital Structure - Theories of Capital Structure - Net Income Approach, Net Operating Income Approach, the Traditional Approach, Modigliani and Miller Approach, Cost of Capital - Cost of Debt, Perpetual Debt, Term Loans, Cost of Preference Capital, Cost of Equity Capital

UNIT – V

Dividend Policy – Determinants of Dividend Policy - Legal Restrictions, Magnitude and Trend of Earnings, Age of the Company, Government's Economic Policy, Mergers and Acquisitions, Acquisition and Take Over, Economics / Reasons of Mergers, Long Term and Short Term Financing

MOM – 204

BUSINESS ORGANISATION

UNIT – I

Distinctive Features And Forms Of Business Organisation, Forms Of Private Enterprises - Sole Proprietorship, Partnership Firm - Registration Of Partnership Firm, Types Of Partners, Implied Authority Of A Partner, Retirement Of A Partner, Dissolution Of Partnership And Firm, Modes Of Dissolution Of Firm, HUF (Hindu Undivided Family), Joint Stock Company, Co-Operative Organization - Types Of Co-Operative Societies, Public Corporation, Government Company

UNIT – II

Business Finance – Types Of Business Finance – Long Term Finance, Medium Term Finance, Short Term Finance, Working Capital, Factors Determining Requirement Of Working Capital, Working Capital Cycle, Raising Securities For Finance, Raising Equity Share Capital, Raising Preference Share Capital, Types Of Preference Shares, Issue Of Debentures, Public Deposits, Trading On Equity, Capitalization, Over Capitalization, Under Capitalization.

UNIT – III

Economic Functions Of The Capital Market - Money Market, Capital Market, Stock Exchange, Listing Of Securities, Intermediaries In The Capital Market, Book Building, SEBI Guidelines On Public Issue, SEBI Guidelines On Takeover, Insider Trading, Dematerialisation, Depository Services, Depository Participant, Derivatives – Types, Regulation Of Derivatives Trading, Mutual Funds - Types Of Mutual Funds, Terms Used In Capital Market

UNIT – IV

Foreign Trade – Meaning, Advantages Of Foreign Trade, Difficulties In Foreign Trade, Methods Of Quoting Price, Method Of Payment, Export Trade Procedure, Import Trade Procedure, Financing Foreign Trade, Incentives For Export Promotion, Terms And Documents, Commerce And Insurance – Meaning Of Commerce, Trade, Auxiliary Activities, Insurance – Meaning, Insurance And Wagering, Principles Of Insurance, Re-Insurance, Types Of Insurance - Life Insurance

UNIT – V

Business Combinations - Factors Leading To Growth Of Combinations, Advantages of Combinations, Disadvantages of Combinations, Forms Of Combinations - Simple Combinations, Compound Associations - Consolidation Of Companies, Complete Consolidations, Types Of Business Combinations, Control Of Monopolies, Modernisation, Social Objectives Of Business, Social Responsibilities Of Business, Social Audit, Concept Of Trusteeship

*** MOM 205 Project

