ACCOUNT ASSISTANT

Financial Accounting:


Cost Accounting:


Taxation:

Income Tax: Definitions; Basis of Charge; Incomes which do not form Part of Total Income. Simple problems of Computation of Income (of Individuals only) under Various Heads, i.e., Salaries, Income from House Property, Profits and Gains from Business or Profession, Capital Gains, Income from other sources, Income of other Persons included in Assessee's Total Income. Set - Off and Carry Forward of Loss. Deductions from Gross Total Income. Salient Features/Provisions Related to VAT and Services Tax.

Business Law


Auditing:
Company Audit: Audit related to Divisible Profits, Dividends, Special investigations, Tax audit. Audit of Banking, Insurance, Non-Profit Organizations and Charitable Societies/ Trusts/Organizations.

Financial Management:


Cost of capital: Concept, Computation of Specific Costs and Weighted Average Cost of Capital. CAPM as a Tool of Determining Cost of Equity Capital.


Financial Markets and Institutions:


Financial Services: Mutual Funds, Venture Capital, Credit Rating Agencies, Insurance and IRDA.
Organisation Theory and Behaviour, Human Resource Management and Industrial Relations

Organisation Theory:

Nature and Concept of Organisation; External Environment of Organizations -Technological, Social, Political, Economical and Legal; Organizational Goals - Primary and Secondary goals, Single and Multiple Goals; Management by Objectives.


Organizational Design—Basic Challenges; Differentiation and Integration Process; Centralization and Decentralization Process; Standardization / Formalization and Mutual Adjustment. Coordinating Formal and Informal Organizations. Mechanistic and Organic Structures


Organisation Behaviour:
Meaning and Concept; individual in organizations: Personality, Theories, and Determinants;
Perception - Meaning and Process.


Human Resources Management (HRM):