

**DETAILED SYLLABUS FOR THE POST OF ASSISTANT MANAGER (INTERNAL
AUDIT) IN KERALA STATE BACKWARD CLASSES DEVELOPMENT
CORPORATION LTD.**

Cat No: 243/2023

Module 1

Introduction, Scope and Objectives of Accounting -Definition of Accounting -Steps in Accounting Cycle -Book Keeping vs Accounting -Systems of Accounting -Applications of Accounting -Qualitative Characteristics of Accounting -Accounting as an Information System of Accounting -Nature of Accounting Function -Emerging role of Accounting- Classification of Accounts-Accounting Equation Approach-Journalizing-Ledger-Trial Balance (10 Marks)

Module 2

Introduction to Financial Statements -Objectives of Financial Statements - Income determination: Basic concepts- Revenue and Expense -Profit and Loss - Income Statement -Preparing a Trading and Profit and Loss Account -Balance Sheet -Balance Sheet contents and classification - Dual Aspect Concept -Current Assets -Fixed Assets -Intangible Assets - Long Term Liabilities -Capital or Owner's Equity -Relationship between Income Statement and Position Statement-Schedule III of the Companies Act, 2013 -General Instructions for the preparation of Financial Statement - Profit and Loss Statement Part II of Schedule III -Balance Sheet Part I of Schedule III - Cash Flow Statement -Statement of changes in Equity (10 Marks)

Module 3

Importance and objectives of cash flow statement - Cash and cash equivalent -Types of activities and cash flow classification -Preparation of cash flow statement-Fund Flow statement-Statement showing the changes in Working Capital-Fund flow statement- Accounting ratios-Activity ratios-Liquidity ratios-Solvency Ratios-Profitability ratios-Investment or Activity ratios-Contents of Annual Report -Difference between Annual Reports of public company and private company -Annual Report for a government company - Green Annual Report- Comparative Statement Analysis -Common-size Analysis -Trend Analysis -Inter-firm Analysis -DuPont Analysis -Using Financial Ratios to predict Bankruptcy -Applications of Financial ratios (10 Marks)

Module 4

Human resource accounting as Management Decision Tool -Investment Decisions -Human Resource Planning -Performance Management System -Human Resource Accounting Measurement Models -Original Cost Approach -Replacement Cost Approach -Opportunity Cost Model -Standard Cost Model-An Overview of Fraud -Fraud Triangle -Major Corporate Frauds -Application of Forensic Accounting -Type of Frauds -Fraud origin and Accounting Cycles -Fraudulent Financial Reporting Schemes -Improper Revenue recognitions -Other Financial Reporting Schemes -IT Tools for Fraud Detection -Methods of Fraud Detection -Forensic Audit Techniques (10 Marks)

Module 5

Definition-Scope-Core Marketing Concepts-Production Concept-Product Concept-Selling Concept-Marketing Concept-Customer Concept- Customer relationship marketing-Customer

data base and Date base marketing-Forecasting and demand measurement-Estimating current demand-Estimating future demand-Rural Marketing-Digital Marketing-Content Marketing-New Marketing Concepts (10 Marks)

Module 6

Origin-Scope of Management-Classical theories-Bureaucracy-Scientific Management-Administrative theory of management-Neo classical theories-Modern theories-Planning-Forecasting-Organizing-Direction and Supervision-Motivation, Morale and Productivity-Controlling-Redundancy Management-Turnaround Management-New Management Concepts (10 Marks)

Module 7

Meaning-Scope-Objectives-Budgeting and Profit planning-Capital budgeting-NPV, IRR, Profitability Index-Inflation and Capital budgeting-Working Capital financing-Trade credit-Bank Credit-Commercial paper-Certificate of deposit-Mobile apps for Budgeting (10 Marks)

Module 8

Auditing, Meaning-Basic Principles-Classification of Audit-Internal Check-Internal Control and Internal Audit- Auditing Standards, Audit Planning, Strategy and Execution, Risk Assessment and Internal Control, Special Aspects of Auditing in an Automated Environment, Company Audit, Audit Reports (10 Marks)

Module 9

Exchange Rate Mechanism-Exchange Rate theories -Gold Standard-Bretton Woods System -Fixed Parity System-Floating Rate System- Independent Float and Managed Float-Currency Pegging: Pegging to single Currency -Pegging to basket of Currencies - Pegging to SDRs (Special Drawing Rights) convertibility of Indian rupee-Balance of Payment and Exchange rate. Markets for Foreign Exchange and Derivatives, Market for Currency Futures, Currency Options and SWAPS –Risk management computation—Challenges (10 Marks)

Module 10

Meaning of Portfolio – Notions/Principles (Notion of Diversification & Notion of Negative Correlation) – Measurement of Return of Individual Securities & Portfolio (Historical Return/Ex-Post Returns and Expected Return/Ex-Ante Returns)– Measurement of Risk (Systematic & Non-Systematic) of Individual Securities & Portfolio- Concept of Beta–Portfolio Theories/Approaches (Traditional Portfolio Theory & Modern Portfolio Theory) (10 Marks)

NOTE: - It may be noted that apart from the topics detailed above, questions from other topics prescribed for the educational qualification of the post may also appear in the question paper. There is no undertaking that all the topics above may be covered in the question paper.