

Tamil Nadu Public Service Commission
Syllabus
Business Administration, Financial and Cost Accountancy
(PG Degree Standard)

Code: 525

Unit I: Accounting (20 Questions)

- Accounting for non - profit organizations and incomplete records
- Branch and Departmental Accounts (including foreign branches)
- Accounting Standards (AS) – Generally Accepted Accounting Principles (GAAP) – AS - applicability, interpretation, scope and compliance – International Financial Reporting Standards (IFRS) - Ind AS 2, 10, 115, 16, 21, 20, 23, 37 & 38.
- Company Accounts - Presentation of Financial Statements as per Schedule III of Companies Act 2013 – Statement of Profit or Loss, Balance Sheet, Change in Equity.
- Accounting of Banking

Unit II: Auditing (15 Questions)

- Nature and scope and significance of auditing
- Audit Engagement, Audit Programme, Audit working papers, Audit note book audit evidence and audit report
- Internal check, internal control and internal audit - industry specific
- Reporting requirements of under companies act – report vs certificate, contents of the report and qualifications in the report.
- Cost audit and Secretarial audit
- Auditing of different types of undertaking - education, hospitals, cooperative societies, trusts.

Unit III: Financial Management and Business Evaluation (25 Questions)

- Meaning – objectives - Scope of Financial Management
- Sources of Funds - Introduction of Financial Markets - Capital & Money Markets
- Tools for Financial Analysis - Ratio, Funds flow analysis, Cash flow analysis
- Cost of Capital, Capital Structure and Leverages
- Working Capital Management – Financing - Cash, Inventory, Receivables and Payables
- Capital Budgeting - Valuation Methods - Non Discounted cash flow method-Discounted Cash Flow Method - Free Cash flow Method, Net Present Value Method (NPV) - Profitability Index Method (PI) - Internal Rate of Return Method (IRR) -Valuation of Inventory - Valuation of Investments - Valuation of Intangibles - Valuation of Human Resources - Valuation of Equity
- Risk Management - risk measurement - risk analysis - Value at Risk (VAR) - Capital Adequacy Norms & Income Recognition Norms (NPA) in NBFCs.

Unit IV: Taxation (20 Questions)

- Direct Taxation - Residential Status - Heads of Income - assessment of income of different persons – Tax Deducted at Source (TDS) / Tax Collected at Source (TCS) / Advance Tax - Income Computation and Disclosure standards (Basic Concepts only) - Taxation as applicable to Government undertaking and Cooperative Societies. Due dates and compliances. Effects of non-compliance and penalty. Tax audit provisions under Income Tax Act, 1961.
- Indirect Taxation - Canons of Taxation - Customs Law - Goods and Services Tax (GST) – Central GST (CGST) – State GST (SGST) – Integrated GST (IGST) - Cess - Registration – Supply - Time of Supply - Value of Supply - Place of Supply - E-Invoicing,

E-Way Bill, Input tax credit - Reverse Charge Mechanism (RCM) - Payment of Taxes, Penalties.

UNIT V: Laws and Regulations (25 Questions)

- Micro, Small and Medium Enterprises Development (MSMED) Act 2006.
- Factories Act 1948.
- Payment of Gratuity Act 1972.
- Employees Provident Fund Act 1952
- Employees State Insurance (ESI) Act 1948
- Payment of Bonus Act 1965
- Minimum Wages Act 1948
- Companies Act 2013 - Promotion - Formation and related procedures – Types – Appointment and duties of Directors, Loans and Deposits, Corporate Social Responsibilities (CSR), Salient features of Insolvency and Bankruptcy Code – Board – Annual General Meeting (AGM) – Extraordinary General Meeting (EGM).
- Competition Act, 2002.

Unit VI: Strategic Cost Management & Performance Evaluation & Improvement Tools (25 Questions)

- Life Cycle costing - Target Costing - Kaizen Costing - Value analysis and Engineering - Throughput Costing - Business Process Re - engineering - Back flush costing - Activity Based Costing (ABC) – Cost Sheet.
- Balanced Score Card - Supply Chain Management - Key Performance Indicators (KPI) like ROI (Return on Investment), Economic Value Added (EVA). - Bench Marking - Six sigma, Statistical Quality Control – Plan – Do - Check Action - SWOT analysis - Profitability Analysis.- Learning Curve - concepts and its application

Unit VII: Decision Making Techniques (25 Questions)

- Marginal Costing - CVP analysis - Profit Volume Graph - Decision involving alternative choices - Make or Buy; Evaluation of Orders; Multiple scarce: Product sales
- Pricing Decisions - New Product pricing - use of costs in pricing – sensitivity analysis - monopoly pricing - competitive pricing - Transfer pricing - Costing of Service Sectors.
- Variance Analysis and Reporting - Material, Labour, Overheads, Turnover and Profit.

Unit VIII: Managerial Economics (15 Questions)

- Nature and Scope of Managerial Economics – Significance in Decision - Making and Fundamental Concepts - Objectives of a Firm - Role of Economic Analysis in managerial decisions. The Concept of Profit Nature and Measurement of Profits - Profit Maximization - Profit Planning and control – Profit Policies – National Income – Definition, Concepts and Various Methods of its Measurement – Inflation, Types and Causes - National Income and Economic Welfare - Business Cycles and Business Forecasting – Measuring Business Cycles Using Trend Analysis

Unit IX: Operations Management (15 Questions)

Operations Management concept, objectives and types – Characteristics of Modern Operation Management – Differences between Services and Goods – Operation Strategy – Supply Chain Management – Warehousing and Supply Chain Strategies – Supply Chain Dynamics. Operations Planning - Work study: Objectives, Procedures – Method Study and Motion Study - Work Measurement and Productivity. Total Productive Maintenance - Materials management and Purchase Management - Project management - Quality Control – Quality Movement – Continuous Improvement – Tools – Total Quality Management (TQM) concepts – ISO Quality Certification – Quality Assurance.

Unit X: Management Information System (15 Questions)

Role of MIS in Decision Making – Enterprise Resource Planning (ERP) – e-Tender (e-Procurement) – Tamil Nadu Transparency in Tender Rules Act 1998 – e-Commerce Concept and Models – B2B, B2C – Cyber Security and Data Privacy – Patents – e- Auditing of Project.

Note: This syllabus is available in English version only.

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