

## **EXPRESSION OF INTEREST TO BECOME COURSE WRITERS FOR CAT COURSE**

Expression of Interest is invited from Professionals/Faculty Members/Executives with Corporate exposure to become Course writers for Certificate in Accounting Technicians (CAT) Course of the Institute.

Summary of the subject for which the study notes are to be developed are:

**Paper I: Fundamentals of Financial Accounting**

**Paper II Applied Business and Industrial Laws**

**Paper III Accounting Paper 2**

**Paper IV: Statutory compliance**

**Level of Students admitted to CAT Course: 10+2**

CAT is a Course offered by the Institute to equip the students with accounting skills and make them employable the below:

### **Paper I: Fundamentals of Financial Accounting**

#### **1. Process of Accounting**

- (a) Basic Accounting Formulas and Accounting Terminologies
- (b) Capital and Revenue transactions- capital and revenue expenditures, capital and revenue receipts
- (c) Measurement, Valuation and Accounting estimates
- (d) Double entry system, Books of prime entry, Subsidiary Books
- (e) Recording of Cash and Bank transactions
- (f) Voucher preparations
- (g) Preparation of Ledger Accounts
- (h) Preparation of Trial Balance- interpretation and usefulness
- (i) Rectification of Errors

#### **2. Reconciliation Statements**

- (a) Bank Reconciliation Statement
- (b) Receivables / Payables Reconciliation Statement

#### **3. Accounting for Depreciation**

Methods, computation and Accounting treatment

#### **4. Preparation of Final Accounts**

- (a) **Of a Profit making concern ( for sole proprietorship concern and partnership firm only)**
  - (i) Preparation of Trading Account, Profit & Loss Account and Balance Sheet
  - (ii) Accounting treatment of bad debts, reserve for bad and doubtful debts, provision for discount on debtors and provision for discount on creditors
- (b) **Of a Not-for- Profit making concern**
  - (i) Preparation of Receipts and Payments Account;
  - (ii) Preparation of Income and Expenditure Account
  - (iii) Preparation of Balance Sheet

#### **5. Accounting for Special Transactions**

- (a) Bills of Exchange
- (b) Consignment
- (c) Joint Venture

- (d) Sale of goods on approval or return basis

## **6. Cash and Fund Flow Statements**

### **Paper II: Applied Business and Industrial Laws**

#### **Section A: Fundamentals of Applied Commercial Laws [70 marks]**

##### **1. Laws of Contracts**

- (a) Essential elements of a contract, offer and acceptance
- (b) Void and voidable agreements
- (c) Consideration, legality of object and consideration
- (d) Capacity of Parties, free consent
- (e) Quasi-contracts, contingent contracts, termination or discharge of contracts

##### **2. Laws relating to Sale of Goods**

- (a) Definition
- (b) Transfer of ownership
- (c) Performance of the Contract of Sale

##### **3. Banking Laws and operations**

- (a) Basics of Banking laws and regulations
- (b) Concept of working capital and term funds
- (c) Acceptance and negotiation
- (d) Rights and liabilities of Parties
- (e) Dishonor of a Negotiable Instrument
- (f) Banking procedures and negotiable instruments

##### **4. (I) Partnership Act**

- a. Nature of Partnership
- b. Rights and Liabilities of Partners
- c. Dissolution of Firms

##### **(II) Limited Liability Partnership**

- a. Features
- b. Difference between Partnership and LLPs
- c. Difference between LLPs and Companies

#### **Section B: Fundamentals of Industrial Laws [30 marks]**

##### **5. Factories Act, 1948 & Shop Act**

- (a) Objective, Scope
- (b) Applicability of Factories Act, 1948

6. **Payment of Wages Act, 1936 and Minimum Wages Act,1948**
  - (a) Objective , Scope
  - (b) Applicability of Payment of Wages Act, 1936 and Minimum Wages Act,1948
  
7. **The Employees' State Insurance Act, 1948**
  - a) Objective, scope
  - b) Applicability of ESI Act, 1948
  
8. **Provident Fund Act**
  - a) Objective, scope
  - b) Applicability of PF Act
  
9. **Payment of Bonus Act**
  - a) Objective, scope
  - b) Applicability of Bonus Act
  
10. **Payment of Gratuity Act**
  - a) Objective, scope
  - b) Applicability of Gratuity Act, 1948

### **Paper III: Financial Accounting - 2**

#### **(A) Pay Roll Accounting:**

1. Concept of Pay Roll Accounting
2. Process of Pay Roll Accounting  
Pay/Salary, Gross-earnings, deductions- statutory and non-statutory deductions-responsibility of the employers
3. Statutory Deductions- EPF/ESI/Income Tax/Professional Tax/other and its accounting.
4. Accounting of Bonus and Gratuity

#### **(B) Store Accounting**

- (i) Pricing of purchase of materials
- (ii) Issue of materials from stores.
- (iii) Pricing of returned materials
- (iv) Issue of materials to other formations
- (v) Issue of materials for disposals

#### **(C) Sales Accounting**

1. Recognize revenue items at the proper time on the income statement.
2. Account for cash and credit sales.

3. Compute and interpret sales returns and allowances, sales discounts, and bank credit card sales.
4. Manage cash and its importance to the company.
5. Estimate and interpret uncollectible accounts receivable balances.
6. Assess the level of accounts receivable.
7. Develop and explain internal control procedures.

**(D) Asset Accounting**

1. Meaning of Asset Accounting
2. Current Asset Accounting
3. Fixed Asset Accounting
4. Project Accounting

**Paper IV: Statutory Compliance**

**(A) Concept of Taxation**

**1. Central Excise**

- Concept of Excise
- Laws relating to Excise
- Goods Manufactured & Manufacturer
- Classification of goods
- Valuation under central excise.
- Basic Procedures and Records
  - i) Registration
  - ii) Storage & Accounting
  - iii) Invoice
  - iv) Excise Duty Payment
  - v) Periodic Returns
  - vi) Export Procedures
  - vii) Export under Bond and Export under Rebate
  - viii) Bringing goods in Factory for repairs
- CENVAT CREDIT
  - i) Background of Cenvat
  - ii) Cenvat on Inputs / Input Service and Capital Goods
  - iii) Availment & Utilization of Cenvat Credit
  - iv) Exempted Goods / services and obligation
  - v) Removal of inputs / capital goods
  - vi) Records / Accounting of Cenvat
- Job-Work under Excise
- Small Scale Industries and Excise.

**2. Customs**

- i) Introduction
- ii) Scope

- iii) Types of Customs Duties
- iv) Valuation under Customs
- v) Customs Procedures
- vi) Import Procedure
- vii) Export Procedure
- viii) Baggage
- ix) Exemptions / Refunds

### **3. Service Tax**

- Background
- Nature of Service Tax
- Service Provider and receiver
- Value of service
- Negative List
- Procedure
  - i) Registration
  - ii) Billing
  - iii) Payment
  - iv) Returns
- Export & Import of Services Shared be same as one

### **4. VAT / CST**

- Scope
- Interstate / Intrastate Sale
- Various forms under CST
- Returns

### **5. Income Tax**

- Basic Concepts
  - i) Assessment Year
  - ii) Previous Year
  - iii) Person
  - iv) Assesse
  - v) Income
  - vi) Residence/Non-residence, etc...
- Income exempt from Tax
- Salary
- House Property
- Profits & Gains of Business or Profession
- Assessments
- TDS

Kindly note that Study notes for CAT Course are to be practical oriented. The honorarium payable for each of the subjects would be as per the rules of the Institute and may go up to Rs.50,000/ for each complete subject.

The Professional/Faculty Members/Executives, who are interested to become Course writer are requested to file their application online [Please click here for online application