

**Ramakrishna Mission Vivekananda College Evening College (Autonomous)**  
**Department of Corporate Secretaryship**  
**From the Batch 2018-19 onwards**

<b>Subject</b>	<b>Auditing and Assurance</b>
<b>Subject Code</b>	<b>UCRAM11</b>
<b>Core/Allied/AOS</b>	<b>Core Paper / IV Semester</b>
<b>Maximum Marks</b>	<b>75</b>

**Unit I**

**Auditing Concepts:** Nature, limitations of an Audit, Ethical principles and concepts of Auditor's Independence, Relationship of auditing with other disciplines.

**Unit II**

**Internal Control and Computerised Environment:** Elements, Review and documentation - Evaluation of internal control system, control check list, Tests of control Application of concept of materiality and audit risk, Concept of internal audit. Approaches in Computerised Auditing environment.

**Unit III**

**Auditing engagement, Documentation and Evidence:** Audit planning, Audit programme, Control of quality of audit work – Delegation and supervision of audit work – Permanent and current audit files, Ownership and custody of working papers – Sources of evidence, Reliability of audit evidence, Methods of obtaining audit evidence – Physical Verification, Documentation, Direct confirmation, Re-computation, Analytical review techniques, Representation by management, obtaining certificate.

**Unit IV**

**Audit of Payments, Receipts and Purchases:** General considerations, Wages, Capital expenditure, other payments and expenses, Petty cash payments, Bank payments, Bank Reconciliation – Cash Sales, Receipts from debtors, other Receipts – Vouching of Cash and credit purchases, Forward purchases, Purchase returns, Advances received from suppliers – Audit of Assets and Liabilities.

**Unit V**

**Secretarial and System Audit** – Need - Applicability – Scope – Advantages – Secretarial Standards - Secretarial Audit Report – Professional responsibilities.  
 Systems Audit – Nature – Significance – Scope – Steps in conducting systems Audit – Management functions – Computers Control and Security – Documentation Standards – Audit approach.

**Unit VI**

**Assurance Standards:** Overview, Role of International Auditing and Assurance Standards Board, Guidance Notes on Audit of Fixed Assets, Inventories, Investments, Debtors, Loan and Advances, Cash and Bank balances, Miscellaneous Expenditure, Liabilities, Revenue and Expenses.

<b>Continuous Internal Assessment</b>		<b>Class Test 5 Marks; Model Exam 10 marks; Assignment 10 Marks</b>				
<b>End Semester Examination</b>		<b>75 Marks</b>				
<b>Q.P. pattern</b>	<b>Theory</b>	<b>Problems</b>	<b>Total Questions</b>	<b>To answer</b>	<b>Marks per Question</b>	<b>Total Marks</b>
Section A	12	0	12	10	2	20
Section B	7	0	7	5	5	25
Section C	4	0	4	2	15	30

**Text & Reference Books:**

1. Auditing & Assurance – CA Surbhi Bansal Bestword Publications Pvt Ltd.
2. Practical Auditing – B.N.Tandon, S.Chand & Sons, New Delhi.
3. Auditing and Assurance Standards, R.G. Rajan, Sknow White Puublications