

SYLLABUS FOR THE SUBJECT OF LAW

PART- I

Total Marks: 100

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|------|---|---|----------|
| i) | Civil Procedure Code 1908. | } | 50-Marks |
| ii) | Limitation Act 1908, Registration Act, 1908 | | |
| iii) | Qanoon-e-Shahadat Order 1984 | | 50-Marks |

PART- II

Total Marks: 100

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|------|---------------------------------------|----------|
| i) | Pakistan Penal Code 1860 | 40 Marks |
| ii) | Code of Criminal Procedure, 1898 | 40 Marks |
| iii) | West Pakistan Land Revenue Act, 1967. | 20 Marks |

1. **RECOMMENDED BOOK OF CIVIL PROCEDURE CODE**

- i) The Code of Civil Procedure (Aamer Raza)
- ii) Code of Civil Procedure (PLD Publishers) (Bare Act)

2. **RECOMMENDED BOOK OF LIMITATION ACT**

- i) The Limitation Act by Shaukat Mahmood

3. **RECOMMENDED BOOK OF QANOON-E-SHAHADAT ORDER 1984**

- i) Qanoon-e-Shahadat Order 1984 (PLD Publishers)

4. **RECOMMENDED BOOK OF PAKISTAN PENAL CODE**

- i) Pakistan Penal Code by Shaukat Mahmood

5. **RECOMMENDED BOOK OF CRIMINAL PROCEDURE CODE**

- i) Criminal Procedure Code by M. Mahmood
- ii) **Bare Act** of Criminal Procedure Code

6. **RECOMMENDED BOOK OF LAND REVENUE ACT**

- i) Land Revenue Act by M. Mahmood or Land Revenue Act by M. Mokal

SYLLABUS FOR THE SUBJECT OF COMMERCE ACCOUNTING PAPER-I

Total Marks: 100

- A. Introduction to Accounting, generally accepted accounting principles, accounting cycle, cash book and bank reconciliation statement, work sheet. Depreciation, Financial Statements, financial reporting, cash flow statement, financial analysis, accounting for leasing, contract accounts.
- B. Principles of cost account, cost accounting as a tool of management, cost elements. Cost classification, cost accounting cycle, Job order costing, process costing, factory overhead variances, standard costing, and break-even analysis.

SUGGESTED READING

1. *Meigs & Meigs, Accounting*
2. *Ghani M.A., Principles of Accounting.*
3. *Ghani M.A. Advanced Accounting*
4. *Uzair Hussain, Advanced Accounting*
5. *Shukla & Grewal, Advanced Accounting.*
6. *Nisar ud Din, Cost Accounting*
7. *Matg A. Usary, Cost Accounting.*
8. *T. Lucey, Cost Accounting.*
9. *S. Naqvi Ahmad, Cost Accounting*

PAPER- II
GENERAL COMMERCIAL KNOWLEDGE

Total Marks: 100

- A. Economic resources of Pakistan. Problems & Development of Industrial Sector, Exports & Imports, Economic Planning & Budgeting.
- B. Salient feature of income tax law in Pakistan. Calculation of total income and income tax payable under the head of salary, Income from business & profession and income from house property. First & second schedule of income tax ordinance 2001. Salient features of Sales Tax Act. Registration under Sales Tax Act, Furnishing of Returns Under Sales Tax.
- C. Risk management, external audit and submission of audit reports.
- D. Various forms of business organization. Sole proprietorship partnership, joint stock Company, their formation & management, capital structure & capital budgeting, business finance, its sources, short term & long term.
- E. Role & functions of Commercial Banks & Central Bank, Letter of Credits, Islamic Mode of Finance.
- F. Nature of Business Management, Functions of Management, Planning, Organizing, Staffing, Motivating, Leadership & Controlling, Factory Location, Layout, Scientific Management.

SUGGESTED READING:

1. *M. Saeed Nasir, Economic Problems of Pakistan.*
2. *Kh. Amjad Saeed, Economic Problems of Pakistan.*
3. *Govt. of Pakistan, Pakistan Economics Survey, Income Tax Ordinance 2001, Sales Tax Act.*
4. *Kh. Amjad Saeed, Income Tax Law.*
5. *Kh. Amjad Saeed, Auditing.*
6. *M. Muazzam Moghal, Income Tax Law.*
7. *M. Muazzam Moghal, Sales Tax Law.*
8. *Lawrence J. Gitman, Fundamentals of Investment.*
9. *Kontz & Weirick, Management.*
10. *Stephen B. Robins, Principles of Management.*
11. *Owen Richard N. Management Industrial Enterprises.*
12. *Adam, Ronald & Ebart, Production & Operation Management.*