

How to Prepare Commerce & Accountancy

Books for Commerce optional Paper I

- Accounting Corporate Accounting – Naseem Ahmed
- Accounting Standards- D. S. Rawat
- Auditing Students' Guide to Auditing- Aruna Jha
- Income Tax book by- V.K. Singhania or Girish Ahuja
- Cost Accounting; Theory & Problems- Maheshwari & Mittal
- Financial Management
- Taxation- Income Tax, Service Tax & VAT
- Financial Management; Text and Problems- Khan and Jain
- Financial Markets & Institutions
- Indian Financial System- M.Y. Khan
- Financial Institutions & Markets- L.M. Bhole
- B.K Goyal for whole syllabus
- For Accounting standards : M.P. Vijay Kumar
- Theory- prepared short notes out of text books and internet.
- Cost Accounting : Principles and Practice by B.M. Lall & Nigam
- Cost Accounting, CA Final book by Padhuka
- ICAI practice manual (IPCC)

Books for Commerce optional Paper II

- Human Resource Management- C.B. Gupta
- Industrial Relations- T.N. Chabra and R.K. Suri
- Dynamics of Industrial Relations- C.B. Mamoria and Satish Mamoria
- Human Resource Management- K. Aswathappa
- Organisation Theory and Behaviour- B.P. Singha and T.N. Chabra
- Organization Behaviour- L.M. Prasad

Commerce & Accountancy Paper I

- Financial Accounting: Refer to J R Monga & D S Rawat. Focus on accounting standards. Presentation is important for numericals, so give proper working notes along with them.
- Cost Accounting: Refer to Maheshwari & Mittal. Focus area are theory and numericals
- Taxation: Refer to Girish Ahuja. Only graduation level is required. Theory is important here.
- Auditing: Refer to Aruna Jha.
- Financial Management: Refer to R P Rastogi. Focus on the different models, concepts, terms, etc.
- Financial Markets and Institutions: Refer to Bharati V Pathak. Be up to date with moves by RBI, IRDA, SEBI, etc.
- Numericals can fetch high marks.
- Make a sheet of formulas and adjustments.

Commerce & Accountancy Paper II

- This paper consists of theory only and includes organisation theory, organisation behaviour, human resource management and industrial relations.
- Prepare notes for the topics in this paper.
- Make sure that while you write your answers you give more of a HR tone rather than a general or GS paper tone.
- Use examples to justify and explain your answers.
- You should also use diagrams wherever possible.