JAI HIND COLLEGE AUTONOMOUS

Syllabus for S.Y.BCom

Course : Accounting & Finance (A& F)

Semester : IV

Credit Based Semester & Grading System

With effect from Academic Year 2018-19

List of Courses

Course: Accounting & Finance　　　　　　　**Semester: IV**

SR. NO.	COURSE CODE	COURSE TITLE	NO. OF LECTURES / WEEK	NO. OF CREDITS
		SYBAF		
1	CBAF401	Financial Accounting (Special Accounting Areas) – IV	04	03
2	CBAF402	Management Accounting (Introduction to Management Accounting)	04	03
3	CBAF403	Taxation - III	04	03
4	CBAF404	Information Technology in Accountancy – II	04	03
5	CBAF405	Foundation Course in Management (Introduction to Management) – IV	03	02
6	CBAF406	Business Law (Company Law) – III	04	03
7	CBAF407	Research Methodology in Accounting and Finance	04	03

Semester IV

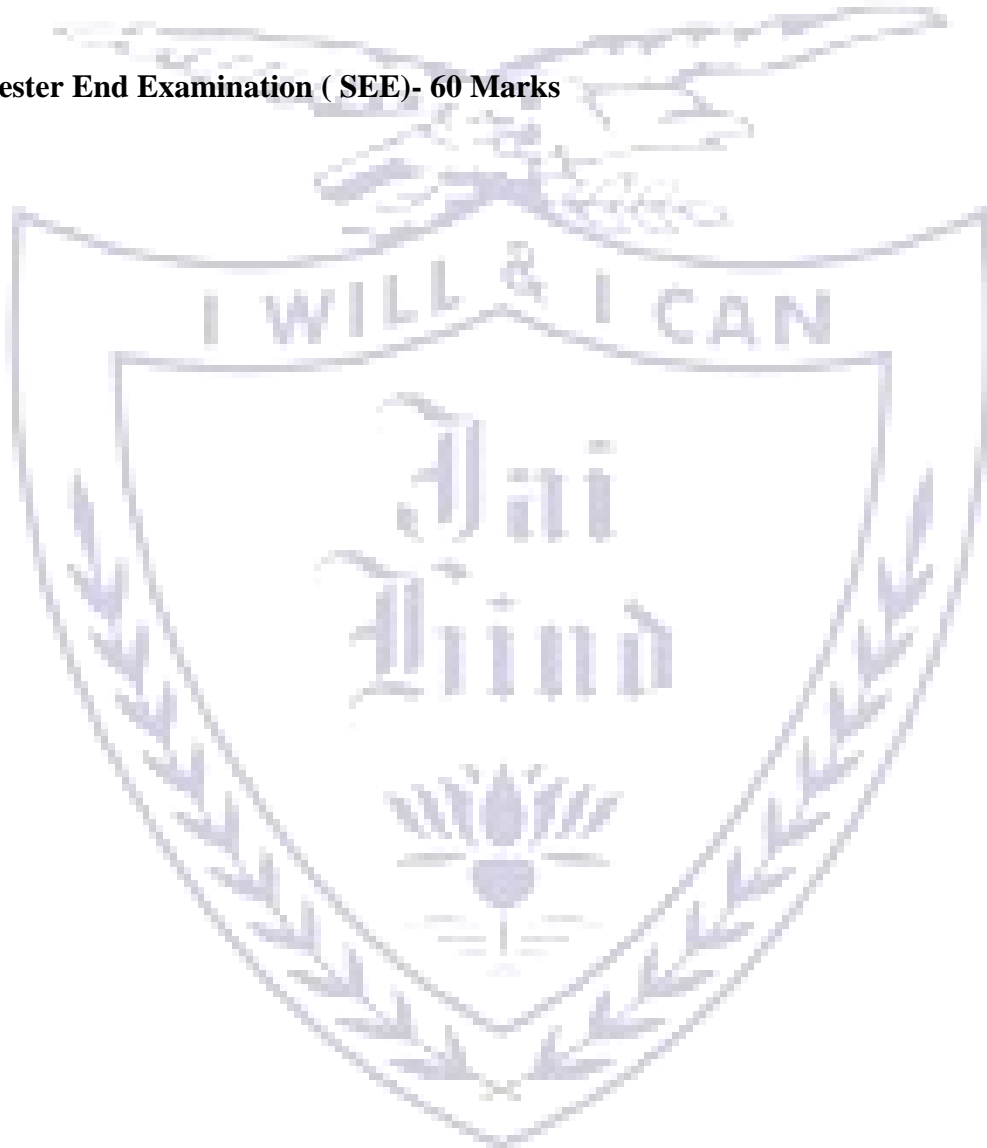| Course Code CBAF401	Financial Accounting (Special Accounting Areas) - IV (Credits : 03 Lectures / Week : 04)	
Unit I	**Preparation of Final Accounts of Companies** Relevant provisions of Companies Act related to preparation of Final Account (excluding cash flow statement) Preparation of financial statements as per Companies Act. (excluding cash flow statement) AS 1 in relation to final accounts of companies (disclosure of accounting policies)	**15 L**
Unit II	**Redemption of Preference Shares** Provision of the Companies Act for redemption of Preference Shares (Sec 55 of the Companies Act, 2013), Companies (Share and Debentures) Rules. Methods of Redemption of fully paid up Preference Shares as per Companies Act, 2013: The proceed of a fresh issue of shares, the capitalization of undistributed profits and a combination of both, calculation of minimum fresh issue to provide the fund for redemption, (Question on entries and/or Balance Sheet)	**15 L**
Unit III	**Redemption of Debentures** Introduction : Provisions of Section 71 (1) and (4) of the Companies Act, 2013, Creation and investment of DRR including The Companies (Share Capital and Debentures) Rules, 2014, the methods of writing-off discount/loss on issue of debentures; Terms of issue of debentures Methods of redemption of debentures: By payment in lumpsum and by payment in instalments (excluding from by purchase in open market), Conversion. (Question on entries. ledgers and/or Balance Sheet and /or redemption of preference shares)	**15 L**
Unit IV	**Ascertainment and Treatment of Profit Prior to Incorporation & Foreign Branch** Principles for ascertainment , Preparation of separate, combined and columnar Profit and Loss Account including different basis of allocation of expenses/incomes, Conversion as per AS 11 and incorporation in HO accounts	**15 L**

Evaluation Scheme

[A] Evaluation scheme for Theory courses

I. Continuous Assessment (C.A.) - 40 Marks

   (i) C.A.-I: Test – 20 Marks of 40 mins. duration

   (ii) C.A.-II: -20 Marks Assignment/Project etc.

II. Semester End Examination (SEE)- 60 Marks

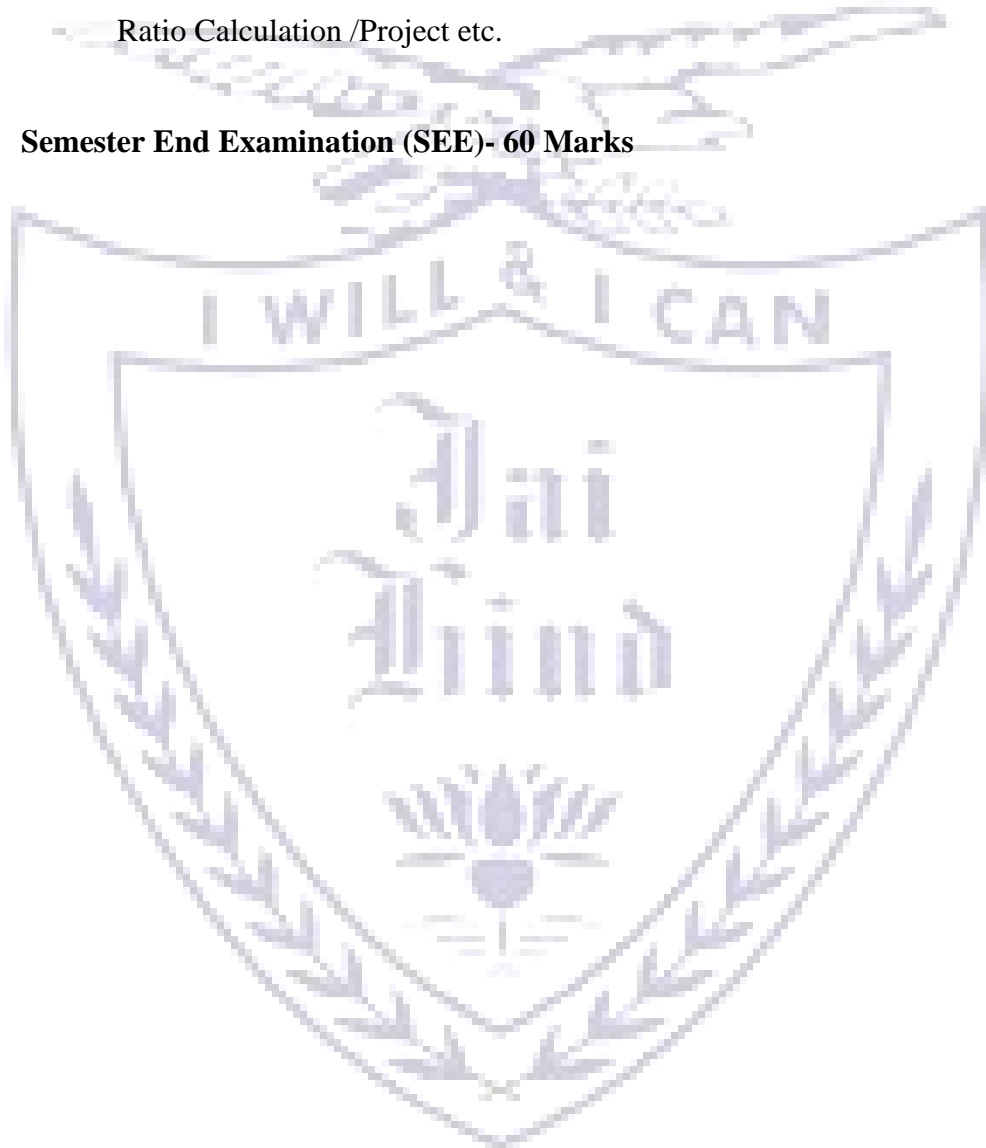| Course Code CBAF402	Management Accounting (Credits : 02 Lectures / Week : 03)	
Unit I	**Introduction to Management Accounting** Meaning, Features, Scope, Importance, Functions, role of Management Accounting, Management Accounting Framework, Tools, Management Accounting and Financial Accounting **Analysis and Interpretation of Accounts** a) Vertical Forms of Balance Sheet and Profit and Loss Account suitable for analysis b) Trend Analysis. c) Comparative Statement. d) Common Size Statement. NOTE: Practical Problems based on the above (a) to (d)	**15 L**
Unit II	**Financial Statement analysis: Ratio analysis** Meaning of financial Statement Analysis, steps, Objective and types of Analysis. **Ratio analysis**: Meaning, classification, advantages and Limitations <table><tr><td>**Balance Sheet Ratios:**</td><td>**Revenue Statement Ratios:**</td></tr><tr><td>i) Current Ratio</td><td>i) Gross Profit Ratio</td></tr><tr><td>ii) Liquid Ratio</td><td>ii) Expenses Ratio</td></tr><tr><td>iii) Stock Working Capital Ratio</td><td>iii) Operating Ratio</td></tr><tr><td>iv) Proprietary Ratio</td><td>iv) Net Profit Ratio</td></tr><tr><td>v) Debt Equity Ratio</td><td>v) Net Operating Profit Ratio</td></tr><tr><td>vi) Capital Gearing Ratio</td><td>vi) Stock Turnover Ratio</td></tr></table> **Combined Ratio** i) Return on Capital employed (Including Long Term Borrowings) ii) Return on proprietor's Fund (Shareholders Fund and Preference Capital) iii) Return on Equity Capital iv) Dividend Payout Ratio v) Debt Service Ratio vi) Debtors Turnover vii) Creditors Turnover	**15 L**
Unit III	**Cash Flow Analysis** Preparation of Cash Flow Statement with reference to Accounting Standard No.3 (Indirect method only).	**15 L**
Unit IV	**Working Capital Management** Concept, Nature of Working Capital, Planning of Working Capital. Estimation / Projection of Working Capital Requirement in case of Trading and Manufacturing Organization. Operating Cycle Practical Problems	**15 L**

Evaluation Scheme

[A] Evaluation scheme for Theory courses

I.   **Continuous Assessment (C.A.) - 40 Marks**

     i.   C.A.-I: Test – 20 Marks of 40 mins. duration

     ii.   C.A.-II: 20 Marks TEST/Assignment Based on Reading Balance Sheet and Ratio Calculation /Project etc.

II.   **Semester End Examination (SEE)- 60 Marks**

Course Code CBAF403	Taxation - III (Credits : 03 Lectures / Week : 04)	
Unit I	**Clubbing of Income - Section 60 to 65 & Set Off & Carry Forward of Losses** Sec: 70 – Set off Loss from one Source against Income from another Source under the Same Head of Income. Sec: 71 – Set Off Loss from One Head against Income of another Head Sec: 71B – Carry Forward & Set off Losses from House Property, Sec: 72 – Carry Forward & Set Off of Losses of Business Losses Sec: 73- Losses in Speculation Business Sec: 74- Loss under the head Capital Gains	15 L
Unit II	**Computation of Tax liability of Individual & HUF** & : **Computation of Income of Partnership Firm in** **Relation to Sec: 40(b) & Tax Thereon With Applicable Rate of Tax** **Return of Income – Sec 139** a) Excluding u/s 139(4A), 139(4B), 139(4C) & 139 (4D)	15 L
Unit III	**Tax Deduction at Source** **Advance Tax U/S 207, 208, 209, 210 & 211** **Interest Payable U/S 234A, 234B, 234C** Basic Aspects of Deduction of Taxes at Source Sec: 192 – TDS on Salary Sec: 194A – TDS on Interest Sec: 194C – TDS on Contractor Sec: 194H – TDS on Commission Sec: 194I – TDS on Rent Sec: 194J – TDS on Professional Fees Advance Tax U/S 207, 208, 209, 210 & 211 Sec: 207 – Income Liable to Advance Tax Sec: 208 – Liability of Advance Tax Sec: 209 – Computation of Advance Tax Sec: 210 – Payment of Advance Tax by Assessee on His Own Account Sec: 211 – Due Dates of Payment of Advance Tax Interest Payable U/S 234A, 234B, 234C Sec: 234A – Interest for default in furnishing return of income Sec: 234B – Interest for default in payment of advance tax Sec: 234C – Interest for deferment of advance tax	15 L
Unit IV	**DTAA U/S 90 & 91 & Tax Planning & Ethics in Taxation – Basic Concepts** (Practical Session from Industry Expert on Returns Filling)	15 L

Evaluation Scheme

[A] Evaluation scheme for Theory courses

   I. Continuous Assessment (C.A.) - 40 Marks

       (i) C.A.-I: Test – 20 Marks of 40 mins. duration

       (ii) C.A.-II: -20 Marks TEST/Assignment/Project etc.

   II. Semester End Examination (SEE)- 60 Marks

Course Code CBAF404	Information Technology in Accountancy – II (Credits : 03 Lectures / Week : 04)	
Unit I	**Concept of MIS Reports in Computer Environment** • Introduction • Concept of MIS • Need for MIS • Characteristic of MIS • Outputs of MIS • Role of MIS • Guidelines for Developing MIS reports • Functional Aspects of the MIS • Problems in MIS	15 L
Unit II	**Advanced Spreadsheet** MS-Excel: Creating and Using Templates, Manipulating data, Working with charts, Using formulas and logical operators, what-if analysis; Using Goal Seek Constants, relative, absolute &mixed cell references, (Solve examples based on each topics) Statistical Functions: AVERAGEIF (), COUNT (), COUNTBLANK (), LARGE (), SMALL (). Nested Functions: IF, Nested IF, SUMIF(), SUMIFS(), COUNTIF(), COUNTIFS() Database Functions: VLOOKUP(), HLOOKUP() Financial Functions: PMT(),PPMT(), IPMT(), PV(), FV(), IRR(), NPER(), Rate() Calculation of Interest, Calculation of Installment, Calculation of Cash Flow etc.(Solve Examples based on each topics)	15 L
Unit III	**Graphic Designing** • **Coral Draw:** Getting to know the workspace and fonts, Using the toolbox, Using color, Drawing and editing objects/Creating a greeting card, Letterhead and data merge, Creating a three-panel brochure for a Business, Making Logos, Create own logo, Create Packaging etc. • **Photoshop:** Getting Started, Interface Layout, Palettes, Toolbox, Basic Image Editing, layers, Saving Editing Images and Others Effects.	15 L
Unit IV	**Computerized Accounting Software -Tally** • Need for Accounting, Types of Accounts, Accounting Principles or Standards, Shortcut Keys • **Introduction to Tally:** Opening Screen of Tally(Gateway of Tally), Creating Company, Selecting Company, Shutting a Company, Altering/ Modifying Existing Company, Configuring Company • **Accounting Information:** Menu Related to Accounts,	15 L

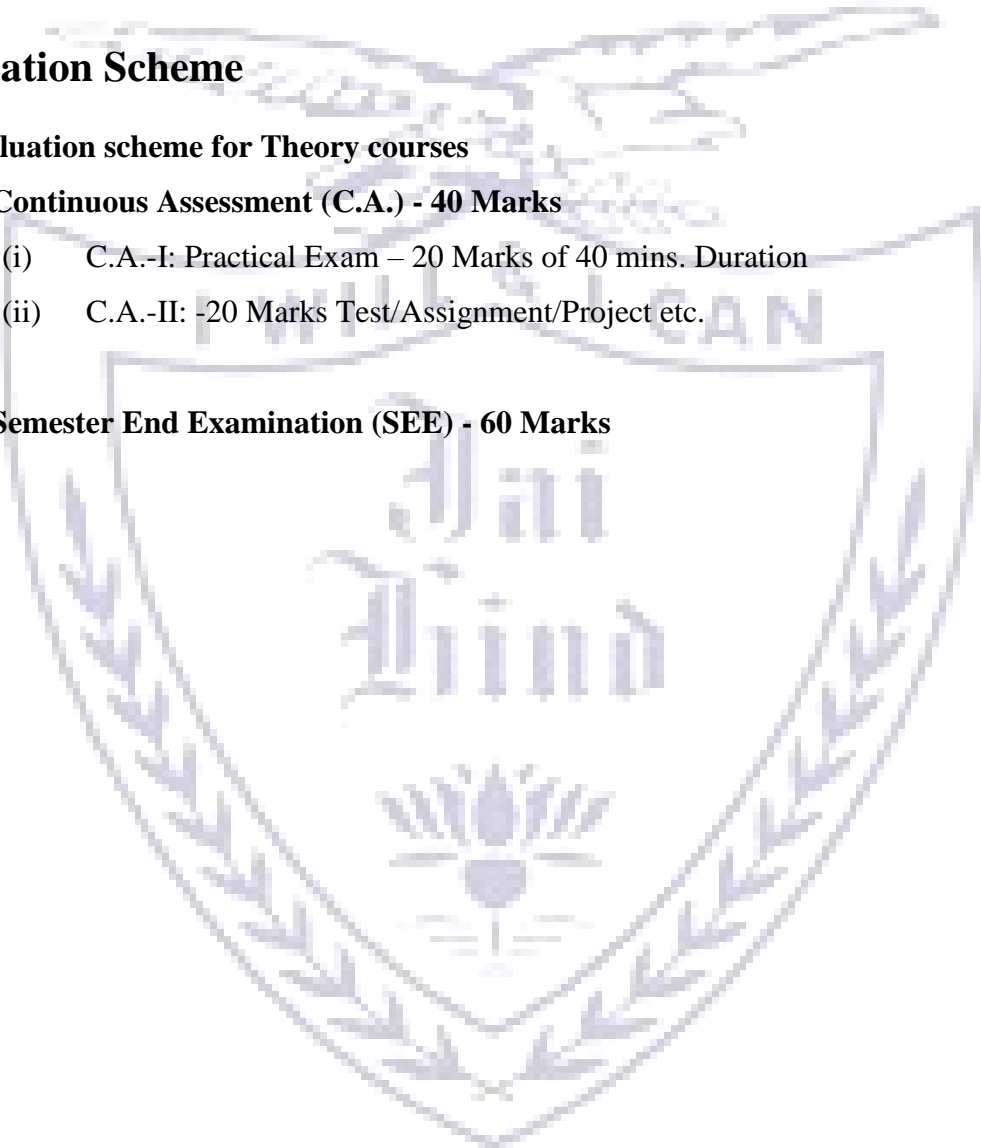| | Predefined Groups, Groups (Creation, Displaying, Alteration, Deleting), Ledgers(Creation, Displaying, Alteration, Deleting), Buttons on the Button Panels.
• **Vouchers in Tally:** List of Vouchers, Configuring Vouchers, Displaying Vouchers, Altering Vouchers, Duplicating Vouchers, Canceling a Vouchers
• **Inventory Information:** Stock Groups, Stock Categories, Stock Item, Godowns, Voucher Types, Units of Measure | |

Evaluation Scheme

[A] Evaluation scheme for Theory courses

   I. Continuous Assessment (C.A.) - 40 Marks

      (i)   C.A.-I: Practical Exam – 20 Marks of 40 mins. Duration

      (ii)   C.A.-II: -20 Marks Test/Assignment/Project etc.

   II. Semester End Examination (SEE) - 60 Marks

Course Code CBAF405	Foundation Course in Management (Introduction to Management) - IV (Credits : 02 Lectures / Week : 03)	
Unit I	**Introduction to Basic Management Concepts** • Introduction to Management, Definition of Management ; • Nature of Management • Objectives of Management ; • Administration v/s Management • Levels of Management ; • Principles of Management	**15 L**
Unit II	**planning** • Definition and Importance of Planning ; • Process of Planning • Limitations of Planning • Features of Sound Planning ; • Features and process of decision making	**15 L**
Unit III	**Organizing & Staffing** • Definition, nature and significance ; • Process of organization • Principles of organization ; • Formal and Informal organization - features, advantages and disadvantages • Centralization and decentralization – factors, merits and demerits ; • Departmentation and Delegation • Meaning, Importance of Staffing ; • Recruitment and its sources • Selection procedure • Distinction between Recruitment and Selection ; • Employment tests and types of Interview	**15 L**
Unit IV	**Directing and Controlling** • Meaning and Importance of directing ; • Principles of Directing Leadership trails and Styles ; • Motivation – Importance and Factors ; • Co-ordination – Meaning, features and Importance • Meaning and steps in controlling ; • Essentials of a good control system	**15 L**

EVALUATION SCHEME

[A] Evaluation scheme for Theory courses

I. Continuous Assessment (C.A.) - 40 Marks
  (i) C.A.-I: Test – 20 Marks of 40 mins. duration
  (ii) C.A.-II: -20 Marks Assignment/Project etc.

II. Semester End Examination (SEE)- 60 Marks

Course Code CBAF406	Business Law (Company Law) - III (Credits : 03 Lectures / Week : 04)	
Unit I	**Definitions** Section 2 Clause (2) – Accounting Standard Clause (7) – Auditing Standard Clause (13) – Books of Accounts Clause (31) – Deposit Clause (41) – Financial Year Clause (42) – Foreign Company Clause (47) – Independent Director Clause (48) – Indian Depository Receipts Clause (62) – One Person Company Clause (85) – Small Company	15 L
Unit II	**Incorporation of companies** Section 3 to Section 20	15 L
Unit III	**Public Offer** Sections 23, 25 to 28, 33, 35, 39	15 L
Unit IV	**Private Placement** Section 42, Sections 43, 46, 47, 52 to 56, 61 to 72 Responsibility of Auditor Responsibility of Independent Director Serious Fraud Investigation	15 L

Evaluation Scheme

[A] Evaluation scheme for Theory courses

I.   **Continuous Assessment (C.A.) - 40 Marks**
        (i) C.A.-I: Test – 20 Marks of 40 mins. duration
        (ii) C.A.-II: -20 Marks Assignment/Project etc.

II.   **Semester End Examination (SEE) - 60 Marks**

Course Code CBAF407	Research Methodology in Accounting and Finance (Credits : 03 Lectures / Week : 04)	
Unit I	**Introduction to Research** -Introduction and meaning of research, Objectives of research, Features and Importance of research in Accounting and Finance, Objectives and -- -Types of research - Basic, Applied, Descriptive, Analytical and Empirical Research. -Formulation of research problem : Meaning and Selection Review of Literature.	**15 L**
Unit II	**Research Design in Accounting and Finance** -Meaning of Introduction, Need, and Good research design. Hypothesis: Formulation, Sources, Importance and Types Different Research designs	**15 L**
Unit III	**Data Collection and Processing** **Data Collection:** Introduction and meaning, types of data **Primary data**: Observation, Experimentation, Interview, Schedules, Survey, Questionnaires, Limitations of Primary data Google Docs/ forms- Use and Advantages **Secondary data**: Sources and Limitations Factors affecting the choice of method of data collection. **Sampling**: Significance, Methods, Factors determining sample size **Data Presentation**: Significance in Research, Stages in Data Processing: Editing, Coding, Classification, Tabulation, Graphic Presentation **Statistical Analysis**: Tools and Techniques, Measures of Central Tendency, Measures of Dispersion, Correlation Analysis and Regression Analysis. Hypothesis testing- Chi-square, t- Test, z- Test, f-Test **Use of computer** and internet in data collection and processing	**15 L**
Unit IV	**Interpretation and Report Writing** Meaning and techniques of interpretation, Research Report Writing: Importance, Essentials, Structure/ layout, Types.	**15 L**

Evaluation Scheme

[A] Evaluation scheme for Theory courses

   I.   Continuous Assessment (C.A.) - 40 Marks

   i. C.A.-I: Test – 20 Marks of 40 mins. duration

   ii. C.A.-II: - 20 Marks –Paper Presentation

II. Semester End Examination (SEE) - 60 Marks