

B.COM(GENERAL) DEGREE COURSE (II YEAR)
ADVANCED ACCOUNTING

Paper: 201 Max Marks:70T + 30P= 100

P.P.W: 5 (4+1) Hrs Exam Duration: 3 Hrs

Objectives:

1. To appraise the students about the application of accounting knowledge in special business activities.
2. To impart the skills of preparation of final accounts of non- trading concerns, partnership, organizations.
3. To develop the skills of recording of transactions relating to issue of shares and debentures, branches and departments manually and using computers.

UNIT-I: Accounts from Incomplete Records - Hire Purchase and Installment Purchase System:

Single Entry: Features – books and accounts maintained - Recording of transactions - Ascertainment of Profit (Statement of Affairs method only).

Hire Purchase System: Features – Accounting Treatment in the Books of Hire Purchaser and Hire Vendor - Default and Repossession.

Installment Purchase System: Difference between Hire purchase and Installment purchase systems - Accounting Treatment in the books of Purchaser and Vendor.

UNIT-II: Branch and Departmental Accounts:

Dependent Branches: Features - Books of accounts - Methods of accounting of dependent branches: Debtors System, Stock and debtors system.

Computer lab work: Recording of transaction relating to branch accounts using computers.

Departmental Accounts: need, features, Basis for allocation of expenses, treatment of inter - departmental transfer at cost or selling price -

Treatment of Expenses that cannot be allocated – Preparation of departmental profit and loss.

UNIT-III: Accounting of Non-Profit Organizations:

Non-Profit Entities: Features of non - profit entities – Accounting process - Preparation of summaries -Receipts and Payments Account: Meaning and special features - Procedure for preparation - Uses and Income and

Expenditure Account: Features - Procedure for preparation - Preparation of Balance Sheet.

UNIT-IV: Partnership Accounts:

Legal provisions in the absence of Partnership Deed - Fixed and Fluctuating Capitals – Preparation of final accounts – Accounting Treatment of Goodwill and Admission of a partner.

Accounting treatment of Retirement and Death of a Partner - Dissolution of Firm (Excluding Sale to Firm, Company and Amalgamation).

Computer lab work: Recording of partnership transaction and preparation of final accounts using computers.

UNIT-V: Company Accounts:

Issue of Shares at Par, Premium and at Discount - Forfeiture and Reissue of Shares - Rights issue - Underwriting of issue of shares (Simple Problems).

Computer lab work: Recording of transactions relating to issue of shares using computers.

Issue and Redemption of Debentures - Redemption out of profits (Problems on Sinking fund method).

Computer lab work: Recording of transactions relating to issue and redemption of debentures using computers.

Suggested Readings:

- 1.Principles and Practice of Accounting: R.L. Gupta & V.K. Gupta, Sulthan Chand & Sons
2. Accountancy-I: Tulasian, Tata Mcgraw Hill Co
3. Accountancy-I: S.P. Jain & K.L Narang, Kalyani
4. Financial Accounting- A Dynamic Approach: Bhattacharya, PHI
5. Financial Accounting: Dr.V.K.Goyal, Excel Books
6. Advanced Accountancy: Arulanandam, Himalaya
7. Introduction to Accountancy:T.S.Grewal, S.Chand and CO.
8. Accountancy-I: Haneef and Mukherjee, Tata Mcgraw Hill co
9. Advanced Accountancy-I:S.N.Maheshwari&V.L.Maheswari,Vikash Publishing
10. Corporate Accounting: V.K. Goyal, Excel Books.
11. Corporate Accounting: K.K. Verma, Excel Books.
12. Manual of Wings, Tally and Focus Accounting Package
13. Advanced Accounting (Vol-I & II): D. Chandrabose, PHI.
14. Corporate Accounting: T. Joseph, Tata.

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B.COM. (GENERAL) DEGREE COURSE (IIYEAR)
BUSINESS STATISTICS

Paper: 202 Max Marks: 70T + 30P = 100

P.P.W: 5 (4+1) Hrs Exam Duration: 3 Hrs

Objective:

The objective of this paper is to impart knowledge on the application of statistical tools and techniques in business decision-making & use of MS Excel in interpretation of statistical data.

UNIT-I: Introduction to Statistics:

Meaning, definition, importance and limitations of statistics - Collection of data - Primary and Secondary data.

Sampling (Random, Non Random) - Census - Schedule and questionnaire - Frequency distribution - Tabulation.

Computer lab work: Diagrammatic and graphic presentation of data using Computers - Excel.

UNIT - II: Measures of Central Tendency:

Definition, objectives and characteristics of measures of central tendency - Types of Averages: Arithmetic Mean, Geometric Mean, Harmonic Mean, Median, Mode, Deciles, Percentiles, Properties of averages and their applications.

Computer lab work: Calculation of averages using computers.

UNIT - III: Measures of Dispersion and Skewness:

Dispersion: Meaning, Definitions, Properties - Types: Range, Quartile Deviation, Mean Deviation, Standard Deviation, Coefficient of Variation.

Skewness: Definition - Karl Pearson's and Bowley's Measures of Skewness - Normal Distribution.

Computer lab work: Calculation of Dispersion and skewness using Computers.

UNIT - IV: Measures of Relation:

Correlation: Meaning, uses - Types of correlation - Karl Pearson's correlation coefficient.

Computer lab work: Spearman's Rank correlation - Probable error - Calculation of Correlation by using computers.

Regression analysis: Meaning and utility - Comparison between Correlation and Regression - Regression Equations - Interpretation of Regression Coefficient.

Computer lab work: Calculation of Regression by Using Computers.

UNIT - V: Analysis of Time Series & Index Numbers:

Time Series Analysis: Meaning and utility - Components of time series - Measurement of trend and seasonal Variations - Utility of decomposition of time series - Decentralization of data.

Computer lab work: Calculation of trend and seasonal variations using computers.

Index Numbers: Meaning and importance - Methods of construction of index numbers: Price Index Numbers, Quantity Index Numbers – Tests of Adequacy of Index Numbers – Deflating Index Numbers – Cost of Index Numbers - Limitation of Index Numbers.

Computer lab work: Calculation of index numbers using computers.

Suggested Readings:

1. Fundamentals of Statistics: Gupta S.C
2. Statistical Methods: Gupta S.P
3. Statistics for Management: Levin & Rubin
4. Statistics-Problems and Solutions: Kapoor V.K.
5. Fundamentals of Statistics: Elhance.D.N
6. Microsoft Office Excel 2003 and 2007- step by step: Frye, PHI
7. Statistics: Gupta B.N.
8. Statistics Concepts & Applications: Nabendu Pal & Sahadeb Sarkar.
9. Statistics-Teory,Methods and Applications: Sancheti,D.C. & Kapoor V.K
10. Statistics and their applications to Commerce: Borddigtion
11. Business Statistics,An Applied Orientation: P.K.Viswanathan
12. Business Statistics: C.R. Reddy, Deep Publicatiions
13. Business Statistics: J.K.Sharma
14. Business Statistics: Bharat Jhunjhunwala
15. Busniess Statistics: R.S.Bharadwaj,Excel Books
16. Statistics for Management, using Microsoft, Excel: Levin et al
17. Statistics Made Simple: Sarma, PHI.
18. Business Statistics: Aggarwal, Himalaya.

B.COM(GENERAL) DEGREE COURSE (II YEAR)
FINANCIAL SERVICES: BANKING & INSURANCE

Paper: 203 Max Marks: 70T + 30P= 100

P.P.W: 5 (4+1) Hrs Exam Duration: 3 Hrs

Objective:

To impart knowledge on Banking and Insurance concepts and to gain an insight on Financial Services.

Unit - I: Introduction to Financial Services:

a. Meaning of Financial Services - Structure of Indian Financial System - Importance of Financial system for the economic development.

Lab work: Financial and Banking system charts.

b. Definition of Bank - Functions of Commercial Banks and Reserve Bank of India.

Lab work: Forms of various accounts and deposits of Commercial Banks.

c. Definition / Meaning of Insurance and reinsurance - Principles of Insurance - Kinds of Insurance - Advantages of insurance - Globalization of insurance and insurance sector reforms in India.

Unit - II: Banking Systems and its Regulation:

a. Banking Systems: Branch banking, Unit Banking, Correspondent banking, Group banking, Deposit banking, Mixed banking and Investment banking - An overview of banking - Banking Sector Reforms with special reference to Prudential Norms, capital adequacy norms, income recognition norms - classification of assets and NPAs - Innovations in Banking: ATMs, E-Banking, Credit cards, Online & Offshore Banking.

Lab work: Working and operations of ATM, Credit cards, E-Banking.

b. Regional Rural banks - Cooperative banks - Micro Finance - Priority Sector Lending - Indigenous banking - Role of NABARD - Development Financial institutions: SFC, SIDBI.

Unit - III: Banker and Customer, Loans and Advances:

a. Banker and customer definition and their relationship - Types of customers and modes of operations - Procedure and precaution for opening an account - Pass book & its features - Rights, duties and obligations of the payee banker.

Lab work: Application forms for opening accounts, Cheque Books, pass books, requisition slips for withdrawals and deposits, bank statements, format of Demand draft, Cheque, travel cheques etc.

b. Promissory Note and Bills of Exchange and Cheque - Differences between them - Types of crossing the cheque - Payment of cheque and consequences of wrongful dishonor - Collection of local and upcountry cheques - Responsibilities and liabilities of collecting banker and statutory protection to the collecting banker.

Lab work: Promissory notes, B/E, Crossed cheques - various modes.

c. Types of loans and advances - Principles of sound lending policies - Credit appraisals of various forms of loans and advances - Modes of creating charges - Lien, pledge, mortgage and hypothecation.

Lab work: Documents required for sanction of loans and advances and the procedure. **Unit - IV: Financial Markets & Services:**

a. Indian Money Market: Characteristics - Structure - Composition (call and notice money, market, treasury bills market, CDs, CPs, short term bill market, MMMFs and DFHI) - Problems and reforms in Indian money markets.

Lab work: formats of CDs,CPs,Treasury Bills etc.

b. Indian Capital Market: Composition and growth of primary and secondary markets - Differences between primary and secondary markets - Capital market reforms and NBFCs in capital markets - Stock Exchanges: BSE, NSE, OTCEI, Online Trading and role of SEBI.

Lab work: Trends of Stock market index given in magazines/newspapers.

c. Financial Intermediaries and Services: Merchant bankers, Mutual funds, Leasing companies, Venture Capital Funds, Forfeiting, Loan Syndication, Factoring, Custodial Services: Depository Services and Depository Participants.

Lab work: Forms, Formats and Documentation procedure.

Unit - V: Types of Insurance and Its Regulation:

a. Life Insurance: Practical aspects of Life Insurance - Procedure for issuing a life insurance policy - Issue of duplicate policies - Nomination - Surrender value - Policy loans - Assignment - Revivals and claim settlement.

Lab work: Formats of types of Insurance.

b. Non Life Insurance: Types of products and scope of Fire Insurance, Marine Insurance, Health Insurance, Social Insurance and Rural Insurance. - Regulation of Insurance in India - Insurance Act, 1938 and IRDA 1999.

Lab work: Formats of types of Non Life Insurance.

Suggested Readings:

1. Sethi & Bhatia: Elements of Banking and Insurance, PHI
2. Guruswamy: Banking Theory Law and Practice, Tata
3. Maheshwari and Paul R.R: Banking theory law and practice
4. Sundaram and Varsheney: Banking theory law and practice
5. Mithani & Gordon: Financial Services: Banking and Insurance, Himalaya
6. Tannans: Banking law and practice in India
7. M.Y.Khan: Indian Financial System
8. P.K.Gupta: Insurance and risk management
9. Vijaya Raghavan Iyengar: Introduction to Banking-Excel Books
10. Aryasri & Murty: Banking and Financial Systems, Tata
11. Guruswamy: Merchant Banking and Financial Services, Tata
12. Murthy and Venugopal: Indian Financial System, IK International
13. Paul Suresh: Management of Banking and Financial Services, Pearson
14. Tripathy & Pal: Insurance - Theory and Practice, PHI
15. Bodhanwala: Understanding & Analysing Balance Sheets using Excel Worksheet - PHI
16. Sriram: Core Banking Solutions-Evaluation of Security and Controls, PHI
17. Kaninika Misra: Fundamentals of Life Insurance: Theories & Applications, PHI
18. Burton & Brown: Financial system & the Economy: The Principles of Money & Banking, PHI
19. Muraleedharan: Modern Banking: Theory & Practice, PHI
20. Kuttly: Managing Life Insurance, PHI
21. Neelam C Gulati: Principles of Insurance Management, Excel Books
22. Internet websites of RBI, IRDA, SEBI, BSE, NSE, DFHI, NABARD, SIDBI, NBFC.
23. Guruswamy: Essentials of Financial Services, Tata
24. Vasant Desai, Jain: Financial Services: Banking and Insurance, Himalaya

Suggested Magazines & Journals:

1. Business World, 2. Business India, 3. Business Today, 4. Economic Times
5. Indian Journal of Accounting, 6. Indian Journal of Commerce

B.COM (GENERAL) DEGREE COURSE (II YEAR)
TAXATION

(w.e.f. A.Y: 2010-'11)

Paper: 204 Max Marks: 70T + 30P= 100

P.P.W: 5 (4+1) Hrs Exam Duration: 3 Hrs

Objective:

To equip the students with the working knowledge of both direct and indirect taxes.

UNIT I:

Introduction: Indian Taxation system – Over view of Direct Taxes.

Income Tax: Basic Concepts: Income, Person, Assessee, Assessment year, Previous year, Income, Casual income, PAN, Gross total income, Agricultural income and its assessment, Capital and Revenue, Residential status and incidence of tax of an individual (Including problems), Incomes exempt from tax, Tax evasion Vs. Tax avoidance.

Wealth tax: Concepts: Previous year, Assessment year, Assessee, Valuation date, Taxable assets, Deemed assets, Exempted assets, Net wealth (Theory only).

Unit-II:

Income from salary: Salary meaning, Allowances, Perquisites, Profits in lieu of salary and their treatment, Deductions from salary income, Computation of salary income, Qualified savings and Provident funds. (including problems)

Income from House property: Meaning, Annual value, Let-out house, Self-occupied house, Deemed to be let-out house, Deductions from annual value, Deemed ownership, Co-ownership, Unrealized rent, Computation of income from house property (including problems).

Unit-III:

Depreciation: Meaning, Basis, Rates, Block of assets, Unabsorbed depreciation.

Income from business and profession: Chargeability, Deductions expressly allowed and disallowed, General deductions, computation of profits and gains from business and profession (Including problems).

Capital gains: Capital assets meaning, Types, Cost of inflation index, Transfer types, Transfer not regarded as transfer, Cost of acquisition of various assets, Deductions from capital gains. Exemptions U/S 54. Computation of taxable capital Gains (Including problems).

Unit – IV:

Income from other sources: Interest on securities, Bond washing transaction, Dividends on shares, casual income, family pension, Gifts received and other general incomes including deductions, Deemed income (Including problems). aggregation of incomes, Set off and carry forward of losses.

Computation of total income and tax liability of Individual Assessee, (including problems). Assessment procedure, Filing of returns, Selfassessment, Regular assessment, Best judgment assessment, Income tax authorities (Theory only).

Lab Work: Filing Relevant Forms for Individual Assessee. Format and filling of Application for PAN, Form No.12BA, Form: 16, Challan No. STNS280, ITR-1 & ITR-2.

Unit – V:

Indirect taxes: Customs duty: Chargeability, Important Terms and Definitions, Procedure for Imports, Procedure for Exports, Concepts of

Warehousing and Baggage (Theory only).

Central Excise: Chargeability, Meaning of goods and excisable goods, Deemed Manufacture, Manufacturer, Principles of Classification, Concepts of Specific duty, Advalorem duty, Maximum Retail Sale Price, Cenvat Credit (Theory only).

Value Added Tax (VAT): Historical Background, Important Terms and Definitions, Statement of Objects (Theory only).

Service tax: Introduction, Classification, Chargeability, Taxable event, Tax ayment, Registration (Theory Only).

Lab Work: 1. Application form for TOT Registration.

2. TOT Registration Certificate

3. Application Form for VAT Registration.

4. VAT Registration Certificate.

5. Application for Registration for Service Tax.

SUGGESTED READINGS:

1. Student guide to Income tax: Singhania - Taxman publications

2. Income tax and accounts: H.C. Mehrotra - Sahitya bhavan publications

3. Elements of Income tax: Gaur and Narang - Kalyani publications

4. Direct taxes: Bhagawathi prasad – Vishwa prakashan

5. Elements of income tax: P.V.Ramana Rao, A.Sudhakar – National publishing

6. Taxation: H.Prem raja - Sri Hamsrala publications.

7. Indirect Taxes: V. K. Sareen & May Sharma – Kalyani publishers.

8. Apvat: T.V.R.Satyan Prasad - Asia law house.

9. Guide to service tax: P . Veera Reddy - Asia law house.

10. Indirect taxes: V.S.Datey – Taxmann Publications.

11. Practicals in Taxation: H.Prem raja - Sri Hamsrala publications.

12. Lal: Income Tax & Central Sales Tax- Law & Practce, Pearson.

13. Lal: Direct Taxes: Income Tax, Wealth Tax & Tax Planning, Pearson

14. Bhagawathi Prasad & Anshul Gupta: Taxation, Himalaya.

Note: problems have to be worked out, assuming current academic year as assessment year.
