

# Revised Syllabus For the Session 2020-21

## ACCOUNTANCY

### FIRST YEAR

#### 1st Elective (Compulsory)

#### Course Inputs

##### Unit - I Introduction to Accounting

Evolution of Accounting and Need for Accounting, Book-Keeping and Accounting - Meaning, definition and characteristics, Relationship between Book-Keeping, Accounting and Accountancy, Accounting as a language of business, Objectives, Advantages and Limitations of Accounting, Accounting as an information system, Users of accounting information, Branches of Accounting, Accounting Cycle.

##### Basic Accounting Concepts

Accounting Principles (GAAP), Concepts and Conventions, Accounting Standards: Concept and Objectives, IFRS: Concept and Objectives, Basic Terms: Event, Transaction, Vouchers, Debtors, Creditors, Purchases, Sales, Assets, Liabilities, Goods, Stock, Profit, Loss, Expense, Revenue, Income, Drawings and Capital, Accounting Equation: Meaning and Preparation, System of Record Keeping: Double Entry System and Single Entry System, Basis of Accounting : Cash Basis, Accrual Basis and Hybrid Basis, Classification of Accounts: British Approach and American Approach Rules of Debit and Credit.

##### Unit - II Journal, Ledger and Trial Balance

##### Journal

Meaning & Format of Journal, Advantages and Disadvantages of using journal, Rules of Journalizing, Recording of journal entries with narration

##### Ledger

Meaning & Format of Ledger, Rules of Posting and Balancing of Ledger Accounts.

##### Subsidiary Book

Cash Book, Purchase Book, Sales Book, Return Books, Bills Books and Journal Proper

##### Trial Balance :

Meaning, objectives, advantages and limitations of Trial Balance, Preparation of Trial Balance from ledger accounts & Redrafting of trial balance from incorrect trial balance

##### Unit - III Deleted

##### Unit -IV Rectification of Errors and Bank Reconciliation Statement

##### Bank Reconciliation Statement

Meaning, Need and Preparation of Bank Reconciliation Statement from cash book balance as well as pass book balance.

**ACCOUNTANCY**  
**SECOND YEAR**  
**1st Elective (Compulsory)**

**Paper - II**

**Course Inputs:**

**Unit-I Financial Statements of Sole Trade and Not for Profit Organizations:**

**Sole Trade form of Organization**

Meaning, objectives and importance of preparing Trading, Profit and Loss Account and Balance sheet, Preparation of Trading, Profit and Loss and Balance Sheet of sole trader without and with adjustments relating to closing stock, outstanding expenses, prepaid expenses, accrued income, income received in advance, depreciation and bad debts, provision for doubtful debts, provision for discount on debtor, creditor, manager's commission, goods distributed as free samples and goods taken by the owner for personal use, abnormal loss, interest on capital and drawings.

**Unit-II Accounting for Depreciation and from Incomplete Records (Single Entry System)**

**Depreciation:**

Meaning, need, causes, objectives and characteristics of depreciation, Methods of Charging Depreciation- Simple depreciation method and provision for depreciation method, Method of calculating depreciation: Straight Line and Written down Value method

**Unit - III Accounting for Partnership Firm :**

Meaning, Features, Partnership Deed and Provisions of Partnership act 1932 in the absence of

partnership deed, Fixed vs. Fluctuating Capital accounts, preparation of Profit and Loss Appropriation A/c.

**Goodwill** - Meaning, nature and Factors affecting Goodwill, Methods of Valuation of Goodwill (Average profit, super profit method and capitalization method).

**Reconstitution of partnership firm** - Meaning, Circumstances Leading to Reconstitution Change in Profit Sharing Ratio, Sacrificing Ratio, Gaining Ratio, Accounting for revaluation of assets and liabilities and distribution of reserves and accumulated profits and loss

**Unit - IV Accounting for Companies :**

**Accounting for Share Capital :**

Shares and share capital: Nature and types as per Companies Act, 2013.

Issue of Shares at par, Premium and Discount, Calls in Advance, Calls in Arrear over subscription and under subscription of shares, Accounting for Forfeiture of Shares and re-issue of shares, Disclosure of share capital in companies' balance sheet (Vertical Format).

**Unit - V Project Work with Viva:**

**Suggested Areas for Project Work:**

1 Collection of source documents, preparation of vouchers, recording of transactions with the help of vouchers;

1 Preparation of Bank Reconciliation Statement with the given cash book and the pass book with ten to fifteen transactions;

1 Comprehensive project starting with journal entries regarding any sole proprietorship business, posting them to the ledger and preparation of Trial balance; The students will then prepare Trading and Profit and Loss Account and Balance Sheet on the basis of the prepared trial balance. Expenses, incomes and profit (loss), assets and liabilities are to be depicted using pie chart/bar diagram.