

B.Com. Part III Syllabus of University of Kalyani
Paper H.V. (Honours)
Corporate Accounting & Reporting
Full Marks 100

MODULE I – 50 Marks

- 1. Framework of Corporate Accounting & Reporting:** Meaning of Company and its Classification; Books of Accounts; Maintenance of Books of Accounts; Financial Year; Financial Statements – Meaning, Forms & Contents; Concept of True and Fair View, Authentication of Financial Statements; Filing of Financial Statements.
- 2. Accounting for Shares and Debentures of Company:** Kinds of Share Capital; Issue, Forfeiture, Reissue and Buy-Back of Shares; Right Shares and Bonus Shares; Issue of Debentures, Underwriting of Shares and Debentures, Employees' Stock Option Scheme (ESOS) and Employees' Stock Purchase Scheme (ESPS); Redemption of Preference Shares and Debentures.
- 3. Investment Accounts:** Preparation of Investment Account for Shares (with Right Shares, Bonus Shares and Sale of Right) and Debentures –treatment of brokerage, cum & ex-interest and cum & ex-dividend transfer of securities; Valuation of Investment as per Accounting Standard AS 13.
- 4. Final Accounts of Companies:** Preparation of Statement of Profit & Loss and Balance Sheet as per Schedule III to the Companies Act, 2013.
- 5. Accounting of Limited Liability Partnership**

MODULE II – 50 Marks

- 6. Business Acquisition and Conversion of Partnership Firm into Limited Company:** Amalgamation of Partnership Firms - accounting in the books of transferor and transferee firm; Conversion of Partnership into Limited Company –with the same or different set of books; Profit or Loss Prior to Incorporation - Accounting for Acquisition of Business.
- 7. Reconstruction of Companies:** Meaning of Internal and External Reconstruction of companies, Concept of and accounting for Amalgamation as per Accounting Standard - 14 (issued by ICAI, excluding inter-company holdings); Accounting for Internal Reconstruction (excluding preparation of scheme of reconstruction).
- 8. Valuation:** Valuation of Goodwill and Shares.
- 9. Holding Company:** Preparation of Consolidated Balance Sheet of one subsidiary company

(excluding problems on chain and cross holding).

10. Financial Statement Analysis

- (a) **Ratio Analysis:** Accounting Ratios – Meaning, objectives, uses, advantages and limitations; Classification and determination of accounting ratios—liquidity, solvency, activity, profitability, capital structure, managerial efficiency; Preparation of financial statement and statement of proprietor’s fund from relevant ratios.
- (b) **Funds Flow Statement:** Concepts of fund – Meaning, nature, importance and limitations of funds flow statement – Various sources and uses of fund – Preparation of funds flow statement.
- (c) **Cash Flow Statement:** Meaning, Objectives, Importance and Limitations of cash flow statement – Fund flow statement vs. cash flow statement – Various sources and uses of cash – Preparation of cash flow statement.
- (d) **Common Size Statements:** Meaning, Objectives and Preparation of Common Size Statements.

Note: All topics are to be studied with reference to the Companies Act, 2013 and relevant Accounting Standards in force.

Suggested Readings:

1. Gupta, R.L. and M. Radhaswamy, “*Advanced Accountancy*”, Vol-II, Sultan Chand and Sons, New Delhi.
2. Maheshwari, S.N. and S. K. Maheshwari, “*Corporate Accounting*”, Vikas Publishing House, New Delhi.
3. Jain, S.P. and K.L. Narang, “*Corporate Accounting*”, Kalyani Publishers, New Delhi.
4. Shukla, M.C., T.S. Grewal, and S.C. Gupta, “*Advanced Accounts*”, Vol-II, S. Chand & Co., New Delhi.
5. Monga, J.R., “*Fundamentals of Corporate Accounting*”, Mayur Paper Backs, New Delhi.
6. “*Compendium of Statements and Standards of Accounting*”, The Institute of Chartered Accountants of India, New Delhi.
7. “*Financial Statements Presentation under Companies Act, 2013: Practitioner’s Perspective*”, The Institute of Chartered Accountants of India, New Delhi.
8. “*Concept Paper on Convergence with IFRSs in India*”, The Institute of Chartered Accountants of India, New Delhi.

Paper H.VI. (Honours)
Accounting Standards & Auditing

Full Marks 100

Module I: Accounting Standard (50 Marks)

1. **Accounting Standards and Setting Process:** Concept of Accounting Standards; Role of the Institute of Chartered Accountants of India in standard setting process; National Financial Reporting Authority and its role in framing Accounting Standards for companies; List of Accounting Standards contained in Companies (Accounting Standards) Rule 2006.
2. **Accounting Standard 1 (Disclosure of Accounting Policies) and Accounting Standard 2 (Inventories):** All provisions of Accounting Standard 1 and 2.
3. **Accounting Standard 9 (Revenue Recognition) & Accounting Standard 29 (Provisions, Contingent Liabilities and Contingent Assets):** Definitions and Main Standards.
4. **Accounting Standard 10 (Property, Plant & Equipment):** Problems based on AS 10.
5. **An Overview** of International Financial Reporting Standards/ International Accounting Standards (IFRSs/ IASs) and Companies (Indian Accounting Standards) Rules 2015.

Module II: Auditing (50 Marks)

6. **Introduction-** Definition of Audit, Difference between audit and assurance, concept and objectives of independent financial audit, Types of audit- Internal audit, Independent financial audit, Cost audit, Tax audit, Management audit, Secretarial audit. Types of tests- Substantive test and Compliance test, Concept of 'true & fair' and 'materiality'.
7. **Internal Control** – Concept of- Internal check, Internal control, and Internal financial control. Importance of Internal check & Internal control for the purpose of audit. Questionnaire for verification of Internal control. Provision of the Companies Act 2013 in relation to Internal financial controls- (i) Explanation- Section 134(5)(e); (ii) Reporting requirement- 143(3)(i).
8. **Vouching & Verification** (i.e. Substantive Test)-Vouching- Meaning, Objectives-Vouching of different items (Receipts and Payments related). Verification – Concept & Objectives; Verification of Share Capital, Loans (secured and unsecured), Fixed assets (Building, Plant and Machinery), Loans and Advances, Investment, Goodwill, Copy Right, Patent Right, Inventories, Debtors, Creditors.
9. **Audit of Limited Companies-** Appointment (section 139), removal & resignation of auditors (section 140), Eligibility, Qualifications and disqualifications of auditors (section 141), Remuneration of auditors (section 142), Mandatory compliance of Auditing Standards [Section 143 (9) & (10)].
10. **Auditors' Report** – Definition; Distinction between Report and Certificate; Types of Opinion- (i) Unmodified or Clean, (ii) Qualified, (iii) Negative (iv) Disclaimer; Format of audit report (SA 700, SA 705 & SA 706).

1. Gupta, Kamal. *Contemporary Auditing*, Tata McGraw Hill.
2. Tandon, B.N., *Principles of Auditing*, S. Chand & Co.
3. Sharma, T.R., *Auditing Principles & Problems*, SahityaBhavan, Agra.
4. Basu, Sanjib Kumar, *Fundamentals of Auditing*, Pearson.
5. Auditing Assurance Standards and Guidelines issued by ICAI.
6. Companies Act, 2013.

Paper H.VII. (Honours)
Financial Management and Capital Market
Full Marks 100
Module I (50 Marks)

1. **Fundamentals of Financial Management:** Definition, Concept, scope, objective, and importance of financial management. Objectives of the firm – profit maximization and wealth maximization. Time value of money.
2. **Sources of Finance and Cost of Capital:** Different sources of finance - long term and short term sources. *Cost of capital* - concept, relevance of cost of capital, specific costs and weighted average cost, rationale of after tax weighted average cost of capital, marginal cost of capital.
3. **Working Capital and Its Management:** Meaning, concept, composition, nature, types of working capital, Determining factors of working capital, Working Capital Cycle, Estimation of working capital requirements (excluding problems on extra shift working capital and working capital policy). *Working Capital Management* – Importance of working capital management, Working capital financing – Long-term, medium and short-term.
4. **Capital Structure and Leverage:** Meaning, concept, importance of capital structure. Determining factors of capital structure. Concept of optimum capital structure. Various capital structure theories (NI, NOI)
Leverage – Concept, types and importance. Financial, operating and combined leverages, Trading on Equity, EBIT-EPS Analysis. Business Risk and Financial Risk.

Module II (50 Marks)

5. **Capital Budgeting** – Concept and importance of capital budgeting decisions. Different project evaluation techniques - ARR, Pay Back Period, NPV, IRR, PI.
6. **Dividend Decision:** Meaning, concept and significance. Determinants of dividend policies. Analytical study of dividend policy theories – Walter's Model, Gordon's Model and MM Theory.

7. **Basic Theoretical Framework:** Concept and meaning of Capital Market – structure constituents and characteristics of capital market in India – Growth and Importance – Capital Market Efficiency .
8. **New Issue Market and Secondary Market:** Financial Instruments in Capital Market – Trading Mechanism of stock exchange – IPO Grading, Book Building Method, Private Placement, Dematerialisation. **Credit Rating:** Meaning – process of rating of financial instruments – Rating methodology – rating symbols by different rating agencies.
9. **Depository Services:** Role and functions of depository services – Advantages of depository system – NSDL and CDSL.
10. **Recent Trends in Capital Market:** Concept of mutual fund, Designing and marketing of Mutual Schemes – Types of mutual funds – NAV – NAV calculation, Regulatory Regime of mutual fund. **Systematic Investment Plan (SIP)** – Concept, importance and relevance.

Note: Paper setters are requested to set questions of 25 marks from topic number 5 & 6 and questions of 25 marks from topic number 6, 7, 8, 9 & 10.

Suggested Readings:

1. Chandra, P., *Financial Management: Theory and Practice*, Tata-Mc-Hill Publishing Co., Ltd. New Delhi.
2. Khan, M.Y. and Jain, P.K., *Financial Management: Text, Problems and Cases*, Tata McGraw Hill Publishing Co., Ltd. New Delhi.
3. Pandey, I.M., *Financial Management*, Vikas Publishing House Pvt. Ltd., New Delhi.
4. V.C.Van Horne., *Financial Management & Policy*, PHI, New Delhi.
5. B. Banerjee., *Financial Management*, PHI, New Delhi
6. Kuchhal, S.C.: *Financial Management*
7. Sharma & Gupta: *Financial Management*
8. Arvind Kumar & Pusphendra Misra: *Financial Management*, New Royal Book Co.
9. Saha, Siddhartha Sankar., *Indian Financial System and Markets*, Tata McGraw Hill Publishing Co., Ltd. New Delhi.
10. L.M. Bhole., *Financial Institutions and Markets*, TMH
11. Gordon & Natarajan., *Financial Services*, HPH
12. S.G. Guruswamy., *Financial Services & Systems*, Thomson Learning
13. M.Y. Khan., *Financial Services*, Tata McGraw Hill

Paper H.VIII (Honours)
Honours Practical on Accounting & Taxation and Computer Applications
Full Marks 100

Module I: Written Practical on Accounting & Taxation

(50 Marks, including internal assessment 10 marks)

1. Preparation of different types of accounting vouchers/ documents- Debit Voucher, Cash Memo, Purchase Order, Challan, Invoice, Money Receipts, Debit Note, Credit Note, Goods Receipt Note, etc.
2. (A) Maintenance of different types of Journals & Ledgers. Preparation of Trial Balance. (B) Preparation of Bank Reconciliation Statement based on Bank Statements/ Pass Book and cash book figures. (B) Preparation of Bank Reconciliation Statement based on Bank Statements/ Pass Book and cash book figures. (like real life situation).
3. Application for PAN (Form No 49A), TAN (Form No 49B).
4. Computation of Income under Income Tax, computation of tax, filling up of Return Forms (ITR 1).

Module II: Computer Applications

(50 Marks, including internal assessment 20 marks)

5. Tally (latest version)- Creation of Company, Creation of Ledger Heads, Creation of Stock Items. Entries in six types of accounting journals- Receipt, Payment, Contra, Purchase, Sales, Journal. (including VAT /GST at the time of Purchase/Sales, but excluding entries for manufacture of goods). Alteration/ deletion of Ledger Heads, Stock Items and Entries.
6. Preparation of Bank Reconciliation Statement in Tally.
7. Excel– Data entry and corrections, Insertion of Row & Column, Deletion of Row & Column, Change of Column width, Summation of numbers in a Column / Row, Sorting of data, Linking of cells, Formula copy, Freezing of Column / Row.
8. Drawing of Charts in Excel- Bar Chart, Column Chart, Pie Chart & Line Chart. Editing of Charts.

Note: Question Papers for both Module I and Module II will be sent by the University.

Suggested Readings:

1. Nadhani, A K, *Mastering Tally ERP 9*, BPB Publications, New Delhi
2. Singh, S & Mehera, N, *Tally ERP: Power of Simplicity*, Amazon Books.
3. MacDonald, Matthew, *Excel 2007 for Starters: The Missing Manual*, PBC Books, Delhi.
4. Laing, Roger, *Microsoft Excel Basics: Expert Advice, Made Easy*, PBC Books, Delhi.

Group 3 Paper IV (General Elective)
Advanced Accounting
Full Marks 100

MODULE I – 50 Marks

- 1. Accounting Theory and Accounting Standards:** Concept of capital and capital maintenance, relation between capital and income, Limitations of Historic Cost accounting; Accounting Standards (ASs): AS-1, AS-2, AS-9 and AS-10 (Definitions and Main Provisions); An Overview of Indian Accounting Standards (Ind ASs) and International Financial Reporting Standards (IFRSs).
- 2. Accounting for Shares and Debentures of Company:** Kinds of Share Capital; Issue, Forfeiture, Reissue and Buy-Back of Shares; Right Shares and Bonus Shares; Issue of Debentures, Underwriting of Shares and Debentures, Employees' Stock Option Scheme (ESOS) and Employees' Stock Purchase Scheme (ESPS).
- 3. Redemption of Preference Shares and Debentures** (Simple Problems)
- 4. Profit or Loss Prior to Incorporation**
- 5. Investment Accounts:** Preparation of Investment Account for Shares (with Right Shares, Bonus Shares and Sale of Right) and Debentures –treatment of brokerage, cum & ex-interest and cum & ex-dividend transfer of securities; Valuation of Investment as per Accounting Standard AS 13.

MODULE II – 50 Marks

- 6. Final Accounts of Companies:** Preparation and Presentation of Statement of Profit & Loss and Balance Sheet as per Schedule III of the Companies Act, 2013.
- 7. Ratio Analysis:** Accounting Ratios – Meaning, objectives, uses, advantages and limitations; Classification and determination of accounting ratios–liquidity, solvency, activity, profitability, capital structure, managerial efficiency.
- 8. (a) Funds Flow Statement:** Concepts of fund – Meaning, nature, importance and limitations of funds flow statement – Various sources and uses of fund – Preparation of funds flow statement.
- (b) Cash Flow Statement:** Meaning, Objectives, Importance and Limitations of cash flow statement – Fund flow statement vs. cash flow statement – Various sources and uses of cash – Preparation of cash flow statement.

9. Amalgamation and Reconstruction of Companies: Different types of *Amalgamation* and their accounting treatment as per Accounting Standard - 14 issued by ICAI (Simple problem excluding inter-company holdings); Internal Reconstruction: Concepts and accounting treatment excluding scheme of reconstruction (Simple Type).

10. Valuation: Valuation of Goodwill and Shares (Simple Type).

Note: All topics are to be studied with reference to the Companies Act, 2013 and relevant Accounting Standards in force.

Suggested Readings:

1. Gupta, R.L. and M. Radhaswamy, “*Advanced Accountancy*”, Vol-II, Sultan Chand and Sons, New Delhi.
2. Maheshwari, S.N. and S. K. Maheshwari, “*Corporate Accounting*”, Vikas Publishing House, New Delhi.
3. Jain, S.P. and K.L. Narang, “*Corporate Accounting*”, Kalyani Publishers, New Delhi.
4. Monga, J.R., “*Fundamentals of Corporate Accounting*”, Mayur Paper Backs, New Delhi.
5. “*Financial Statements Presentation under Companies Act, 2013: Practitioner’s Perspective*”, The Institute of Chartered Accountants of India, New Delhi.

Group 3 Paper V (General Elective)
Fundamentals of Cost & Management Accounting
Full Marks 100

Module 1: (50 Marks)

1. Introduction- Meanings and Concepts of Cost, Costing, Cost Accounting and Cost Accountancy- Objectives and Functions of Cost Accounting - Steps for installation of Cost Accounting System- Meanings & Concepts of Cost Unit, Cost Centre, Service Centre, Profit Centre, Product Costs, Period Costs, Conversion Costs. Definition, Concept, Scope, Function and Limitations of Management Accounting- Management Accounting Vs Financial Accounting- Management Accounting Vs Cost Accounting- Relationship with Financial Accounting & Management Accounting- Position of Management Accountant in the Organization.

2. Elements of Cost & Cost Sheet- Elements of Cost- Direct and Indirect Material, Direct and Indirect Labour, Direct and Indirect Expenses; Indirect Cost (or Overhead)- Factory Overhead, Administrative Overhead, and Selling & Distribution Overhead- Preparation of Cost Sheet.

3. Material Costs - Importance of Material Cost Control- Purchase Procedure- Stores Control- Types of Stores- Stores Records - Perpetual Inventory System– Stock Levels (Minimum Level, Maximum Level, Ordering or Reordering Level, Danger Level) - Bin Card & Stores Ledger-

ABC Analysis– EOQ: Concept & Application– Methods of Pricing Material Issues (FIFO, LIFO & Simple Average Method).

4. Labour Costs- Importance of Labour Cost Control- Time Keeping & Time Booking (Meaning, Concept, Objectives, Advantages, Limitations & Differences)- Idle Time (Causes and treatment in Cost Accounting)- Over Time- Labour Turnover (Causes and treatment of labour turnover)– Items of Labour Costs (Direct Labour Cost & Indirect Labour Cost)– Time Rate and Piece Rate Plans of Employee Remuneration, Incentive Bonus Schemes- Halsey Premium Bonus Plan, Rowan Premium Bonus Plan, Comparison between Halsey and Rowan Premium Bonus Plan.

5. Overhead Costs- Definition and Classification (Element, Function and Behaviour wise)– Meaning & Concept of Overhead Allocation and Apportionment and its differences– Distribution to Production and Service Departments— Absorption of Overheads (Meaning & Concept)– Methods of Absorption (Hourly Rate Methods: Labour Hour Rate & Machine Hour Rate)– Under/Over Absorption (Meaning, Concept & Reasons for Under/Over Recovery, Treatment of Under/Over-absorbed Overhead).

Module 2: (50 Marks)

6. Contract Costing- Definition - Costing Procedure - Profit on incomplete contracts - Cost plus contract - Escalation Clause - Retention Money - Preparation of Contract Accounts (Introductory Level).

7. Process Costing- Definition, Features, Advantages & Limitations of Process Costing - Process Losses –Preparation of Process Accounts (including Normal & Abnormal Loss, Abnormal Gain, Value of Scrap): Simple Problems Only – Equivalent Production (Meaning & Concept) - By-products & Joint products (Meaning and Distinction).

8. Marginal Costing and Cost Volume Profit Analysis- Concepts and Definitions of Marginal Cost, Marginal Costing & Contribution -Merits and Demerits of Marginal Costing- Distinction between Absorption Costing & Marginal Costing- Marginal Cost Equation- Techniques of Marginal Costing.

Meaning & Importance of Cost-Volume-Profit Analysis- BEP Analysis- Break Even Chart- P/V Ratio- Cost-Volume-Profit Relationship- Profit/Volume Chart- Margin of Safety- Angle of Incidence- Decision-making with the help of Marginal Costing (elementary level).

9. Standard Costing- Meaning of Standard Cost– Difference between Standard Cost and Estimated Cost- Meaning, Advantages & Limitations of Standard Costing- Standard Costing Vs Budgetary Control- Computation and Analysis of Variances (Material & Labour): Simple Problems Only.

10. Budget and Budgetary Control- Definitions, Concepts, Objectives, Advantages & Limitations of Budget & Budgetary Control- Features of an effective Budget- Types of Budget- Steps in Budgeting- Principal Budget Factors- Budget Committee- Budget Manual- Establishing a system of Budgetary Control- Basic Concept of Zero-Base Budgeting (ZBB).

Suggested Readings:

1. Horngren, Foster, Datar, et al., Cost Accounting, - A Managerial Emphasis, Pearson.
2. B. Banerjee, Cost Accounting, PHI
3. JawaharLal&SeemaSrivastava, Cost Accounting, TMH
4. M.Y. Khan & P.K. Jain, Management Accounting, TMH
5. R. Anthony, Management Accounting, Taraporewala
6. Colin Drury, Management & Cost Accounting, Chapman & Hall
7. K. S. Thakur, Cost Accounting, Excel Books.
8. SatishInamdar, Cost & Management Accounting, Everest Publishing House
9. Atkinson, Management Accounting, Pearson.
10. Ashish K. Bhattacharyya,, Cost Accounting for Business Managers, Elsevier.
11. Ravi M Kishore, Cost & Management Accounting, Taxmann

Group 3 Paper VI (General Elective)

**General Practical on Accounting & Taxation and Computer Applications
Full Marks 100**

Module I: Written Practical on Accounting & Taxation

(50 Marks, including internal assessment 10 marks)

1. Preparation of different types of accounting vouchers/ documents- Debit Voucher, Cash Memo, Purchase Order, Challan, Invoice, Money Receipts, Debit Note, Credit Note, Goods Receipt Note, etc.
2. (A) Maintenance of different types of Journals & Ledgers. Preparation of Trial Balance. (like real life situation).
3. Application for PAN (Form No 49A), TAN (Form No 49B).
4. Computation of Income under Income Tax, computation of tax, filling up of Return Forms (ITR 1).

Module II: Computer Applications

(50 Marks, including internal assessment 20 marks)

5. Tally (latest version)- Creation of Company, Creation of Ledger Heads, Creation of Stock Items. Entries in six types of accounting journals- Receipt, Payment, Contra, Purchase, Sales, Journal. (including VAT /GST at the time of Purchase/Sales, but excluding entries for manufacture of goods). Alteration/ deletion of Ledger Heads, and Entries.
6. Excel – Data entry and corrections, Insertion of Row & Column, Deletion of Row & Column, Change of Column width, Summation of numbers in a Column / Row, Sorting of data, Linking of cells.
7. Drawing of Charts in Excel- Bar Chart, Column Chart, Pie Chart & Line Chart.

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2. Singh, S & Mehera, N, *Tally ERP: Power of Simplicity*, Amazon Books.
3. MacDonald, Matthew, *Excel 2007 for Starters: The Missing Manual*, PBC Books, Delhi.
4. Laing, Roger, *Microsoft Excel Basics: Expert Advice, Made Easy*, PBC Books, Delhi.
