# SRI GURU TEG BAHADUR KHALSA COLLEGE

# SRI ANANDPUR SAHIB

# (An Autonomous College)

# Affiliated to Punjabi University, Patiala

**REVISED SYLLABI**

**For**

**B.Com(A&F) Part-I**

**(Semester I & II)**

**Under Choice Based credit**

**Programme Code: BCAF**

****

Academic Session: 2020-21

Website: [www.sgtbcollege.org.in](http://www.sgtbcollege.org.in) Email:sgtb321@gmail.com sgtb321@yahoo.com

**BACHELORS OF ACCOUNTING AND FINANCE**

**(B.A.F) PART-I (SEMESTER: I &II)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PAPER CODE** | **NAME OF SUBJECT** | **Course Type** | **EXAMINATION SCHEME MARKS** | | | |
|  | |  | **Internal** | **External** | **Total** | **Credits** |
| **BC/BBA - 1.1** | **Environmental and Road Safety Awareness** | **Ability-Enhancement Compulsory Course (AECC)-1** |  |  |  | **4** |
| **BCAF - 1.2** | **Financial Accounting** | **Core Course C-1** | **30** | **70** | **100** | **6** |
| **BCAF - 1.3** | **Business Laws** | **Core Course C-2** | **30** | **70** | **100** | **6** |
| **BCAF - 1.4** | **Communication Skills in English-I** | **Ability-Enhancement**  **Compulsory Course (AECC)-2** | **30** | **70** | **100** | **6** |
| **BCP- 101A,B** | **Punjabi Compulsory/ Mudla Gyan** | **Language – 1** | **15** | **35** | **50** | **4** |

**Semester-II**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PAPER CODE** | **NAME OF SUBJECT** | **Course Type** | **EXAMINATION SCHEME MARKS** | | | |
|  | |  | **Internal** | **External** | **Total** | **Credits** |
| **BCAF - 2.1** | **Corporate Accounting** | **Core Course C-3** | **30** | **70** | **100** | **6** |
| **BCAF - 2.2** | **Business Organisation and Management** | **Core Course C-4** | **30** | **70** | **100** | **6** |
| **BCAF - 2.3** | **Corporate Law** | **Core Course C-5** | **30** | **70** | **100** | **6** |
| **BCAF - 2.4** | **Communication Skills in English- II** | **Ability- Enhancement Compulsory**  **Course (AECC)-3** | **30** | **70** | **100** | **6** |
| **BCP 201A, B** | **Punjabi Compulsory /Mudla**  **Gyan** |  | **15** | **35** | **50** | **4** |
| **CAE-1.2** | **Drug Abuse: Problem, Management and Prevention** | **Compulsory Qualifying Paper** | **15** | **35** | **50** | **4** |

**Note:** There will be summer Training with Chartered Accountant/Company Secretary/ Business Organisation for 4 to 6 weeks regarding bank dealings, vouching and verification of accounts. The Seminar in third Semester will be based on Summer Training Report.

**Revised Syllabus**

**BCAF 1.2: FINANCIAL ACCOUNTING**

**CREDITS 6: 5H (L)+1H(P)**

**Duration: 3hrs.**

**Pass Marks: 35% Max. Marks: 100**

**Internal Assessment: 20 marks**

**Theory Paper: 70 marks**

**Practical: 10 marks**

**Objectives**: The objective of this paper is to help students to acquire conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions.

## INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections A, B and C. Section A and B will have four questions each from Unit-I and Unit-II respectively, will carry 10 marks each and with at least two theoretical questions in section A and B. Section C will consist of 12 short answer type questions covering entire syllabus and will carry 3 marks each. Total weightage of Section-C shall be 30 marks.

## INSTRUCTIONS FOR CANDIDATES

Candidates are required to attempt two questions each from Section A and B. In Section C candidates are required to attempt any ten questions.

**Note**: Use of simple calculator is allowed.

**Unit I**

Theoretical Framework: Meaning, Scope and Importance of Accounting, Accounting as an Information System, The Users of Financial Accounting Information and their needs. Qualitative Characteristics of Accounting Information. Functions, Advantages and Limitations of accounting. Double entry system, Rules of Accounting, Accounting Cycle, Branches of Accounting, Basis of Accounting: Cash Basis and Accrual Basis. The nature of Financial Accounting Principles – Fundamental Accounting Assumption, Basic Concepts and Conventions. Capital and Revenue Items.

Accounting Framework: Accounting Process, Journal, Ledger, Cash Book, Subsidiary Books, Trial Balance, Final Accounts with adjustments.

**Unit II**

Bank Reconciliation Statement. Depreciation- Concepts and Methods of Computing Depreciation: Straight Line method and Diminishing Balance method, IND-AS - 6.

Accounting for Partnership Firms: Fundamentals, Admission, Retirement and Death of a Partner, Dissolution of Partnership.

## Computerised Accounting Systems

Computerised Accounting Systems: Computerized Accounts by using Tally ERP 9 Software: Creating a Company; Configure and Features Settings; Creating Accounting Ledgers and Groups; Creating Stock Items and Groups; Vouchers Entry; Generating Reports - Cash Book, Ledger Accounts, Trial Balance, Profit and Loss Account, Balance Sheet.

**Practical Lab : Credit :1H(P)**

Application of TallyERP9 Package: Company Creation, Configuring Tally, Creating Masters, Accounting Vouchers in Tally: Contra Voucher, Payment Voucher, Receipt Voucher, Credit Notes, Debit Notes, Journal Voucher, Purchase Voucher, Sales Voucher, Memorandum Voucher, Optional Voucher, Post Dated Voucher, Alteration, Deletion and Printing of Vouchers, Cheque Printing. Accounting Report Display in Tally: Balance Sheet, Profit and Loss Account, Trial Balance

**Pedagogy:**

The teaching techniques for this subject will include class discussions, case studies, numerical exercises, a continuous system of class tests, presentations and industry-based assignments. An ideal combination of all these techniques can be adopted to improve as well as assess the students’ level of learning and application.

## Suggested Readings:

1. Robert N Anthony, David Hawkins, Kenneth A. Merchant, Accounting: Text and Cases. McGraw-HillEducation.
2. Charles T. Horngren and Donna Philbrick, Introduction to Financial Accounting, PearsonEducation
3. J.R. Monga, Financial Accounting: Concepts and Applications, Mayur Paper Backs, NewDelhi.
4. M.C. Shukla, T.S. Grewal and S.C. Gupta, Advanced Accounts, Vol.-I. S. Chand and Co., NewDelhi.
5. S.N. Maheshwari and S. K. Maheshwari, Financial Accounting. Vikas Publishing House, NewDelhi.
6. Deepak Sehgal, Financial Accounting, Vikas Publishing H House, NewDelhi.
7. Bhushan Kumar Goyal and HN Tiwari, Financial Accounting, International BookHouse
8. Goldwin, Alderman and Sanyal, Financial Accounting, CengageLearning.
9. P.C Tulsian, Financial Accounting, PearsonEducation.
10. Compendium of Statements and Standards of Accounting, The Institute of Chartered Accountants of India, NewDelhi.
11. Tally Education Pvt. Ltd., Computerised Accounting usingTallyerp.9.
12. H.J. Beck and R.J.Parrish, Computerised Accounting.

**Recommended by Board of Studies**

**Revised Syllabus**

## BCAF 1.3: BUSINESS LAWS

## CREDITS 6: 5H(L)+1H(T)

**Duration: 3hrs. Max. Marks: 100**

**Pass Marks: 35% Internal Assessment: 30 marks**

**Theory Paper: 70 marks**

**Objective: The objective of the course is to impart basic knowledge of the important business legislation along with relevant case law.**

## INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

**The question paper will consist of three sections A, B and C. Section A and B will have four questions each from Unit-I and Unit-II respectively, will carry 10 marks each. Section C will consist of 12 short answer type questions covering entire syllabus and will carry 3 marks each. Total weightage of Section-C shall be 30 marks.**

## INSTRUCTIONS FOR CANDIDATES

**Candidates are required to attempt two questions each from Section A and B. In Section C candidates are required to attempt any ten questions.**

**Unit I**

The Indian Contract Act, 1872: General Principles of Contract: Contract – Meaning, Characteristics and Kinds, Essentials of a Valid Contract - Offer and Acceptance, Consideration, Contractual Capacity, Free Consent, Legality of Objects. Void Agreements, Discharge of a Contract – Modes of Discharge, Breach and Remedies against Breach of Contract. Contract of Indemnity and Guarantee, Contract of Bailment and Pledge, Bailment: Meaning,Kinds of Bailment, Rights & Duties of Bailor and Bailee, Pledge: Meaning,Rigths & Duties Pawner &Pawnee, Difference between Bailment &Pledge.,Contract of Agency: Definition,Essentials,Types of Agencies, Creation&Termination.

**Unit II**

Sales of Goods Act 1930 (as amended from time to time): Contract of Sale, Meaning and Difference between Sale and Agreement to sell. Conditions and Warranties. Transfer of ownership in goods including sale by a non-owner. Performance of contract of sale. Unpaid seller – meaning, rights of an unpaid seller against the goods and the buyer.

The Negotiable Instruments Act 1881: Meaning, Characteristics and Types of Negotiable Instruments: Promissory Note, Bill of Exchange, Cheque. Holder and Holder in Due Course, Privileges of Holder in Due Course. Negotiation: Types of Endorsements, Crossing of Cheque, Bouncing of Cheque.

Consumer Protection Act 1986: Introduction, Objectives Commencement and Applications, Definitions, Salient Features, Grievance Redressal, Machinery.

**Pedagogy:**

The instructor is expected to use leading pedagogical approaches in the class room situation, lectures, case study analysis, group discussions, assignment writing and tests, innovative instructional methods, use of technology in the class room and comprehensive assessment practices to strengthen the teaching efforts .

## Suggested Readings:

1. M.C. Kuchhaland Vivek Kuchhal, Business Law, Vikas Publishing House, New Delhi.
2. Avtar Singh, Business Law, Eastern Book Company,Lucknow.
3. Ravinder Kumar, Legal Aspects of Business, Cengage Learning
4. S.N.Maheshwari and S.K.Maheshwari, Business Law, National Publishing House, New Delhi.
5. S.K Aggarwal, Business Law, Galgotia Publishers Company, New Delhi.
6. Bhushan Kumar Goyal and Jain Kinneri, Business Laws, International Book House
7. Sushma Arora, Business Laws, Taxmann Publications.
8. Akhileshwar Pathak, Legal Aspects of Business, McGraw Hill Education.
9. P.C.Tulsian and Bharat Tulsian, Business Law, McGraw Hill Education.
10. J.P Sharma and Sunaina Kanojia, Business Laws, Ane Books Pvt. Ltd., New Delhi.

**Recommended by Board of Studies**

## 

**Revised Syllabus**

**BCAF 2.1: CORPORATE ACCOUNTING**

**CREDITS 6: 5H(L)+1H(T)**

**Duration: 3hrs Max. Marks: 100**

**Pass Marks: 35% Internal Assessment: 30 marks**

**Theory Paper: 70 marks**

**Objective**: This paper enables the students to develop awareness about corporate accounting techniques followed by the corporate world in conformity with the provisions of Companies Act.

## INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections A, B and C. Section A and B will have four questions each from Unit-I and Unit-II respectively, will carry 10 marks each and with at least two theoretical questions in section A and B. Section C will consist of 12 short answer type questions covering entire syllabus and will carry 3 marks each. Total weightage of Section-C shall be 30 marks.

## INSTRUCTIONS FOR CANDIDATES

Candidates are required to attempt two questions each from Section A and B. In Section C candidates are required to attempt any ten questions.

**Note**: Use of simple calculator is allowed.

## Unit I

Accounting for Share Capital and Debentures: Issue, Forfeiture and Reissue of Forfeited Shares: Issue of Rights and Bonus Shares; Buy Back of Shares; Redemption of Preference Shares; Issue and Redemption of Debentures.

Final Accounts: Preparation of Income Statement (Profit and Loss Account) and Position Statement (Balance Sheet) of Corporate Entities, (excluding Calculation of managerial Remuneration), Disposal of Company Profits. Valuation of Goodwill and Valuation of Shares: Concepts and Calculation: simple problems only. Amalgamation of Companies: Concepts and Accounting treatment as per IND-AS: 14 (ICAI) (excluding inter-company holdings).

## Unit II

Internal Reconstruction: Concepts and Accounting Treatment( Excluding Scheme of Reconstruction). Accounts of Holding Companies/Parent Companies: Preparation of Consolidated Balance Sheet with One Subsidiary Company. Relevant Provisions of IND-AS- 21 (ICAI).

Banking Companies: Difference between Balance Sheet of Banking and Non-Banking Company; Prudential Norms. Asset Structure of a Commercial Bank. Non-Performing Assets (NPA) Concept.

**Pedagogy:**

A variety of teaching and learning techniques can be employed to impart knowledge and skills to students. Lectures, case analysis, exercises, group discussions and practical project work can be used to develop conceptual and analytical skills and to prepare the students to face the challenges of the complex international business environment. The teacher should assess the students' performance through a continuous system of tests and quizzes to ensure highest academic standards as well as practical orientation.

## Suggested Readings:

## J.R. Monga, Fundamentals of Corporate Accounting. Mayur Paper Backs, NewDelhi.

1. M.C. Shukla, T.S. Grewal, and S.C. Gupta. Advanced Accounts. Vol.-II. S. Chand and Co., NewDelhi.
2. S.N. Maheshwari, and S. K. Maheshwari. Corporate Accounting, Vikas Publishing House, NewDelhi.
3. Ashok Sehgal, Fundamentals of Corporate Accounting. Taxman Publication, NewDelhi.
4. V.K. Goyal and Ruchi Goyal, Corporate Accounting. PHILearning.
5. Jain, S.P. and K.L. Narang. Corporate Accounting. Kalyani Publishers, NewDelhi.
6. Bhushan Kumar Goyal, Fundamentals of Corporate Accounting, International BookHouse
7. P.C. Tulsian and Bharat Tulsian, Corporate Accounting, S.Chand

**Recommended by Board of Studies:**

**Revised Syllabus**

**BAF Sem.II**

**BCAF2.2: Business Organisation and Management**

**CREDITS 6: 5H (L)+ 1H (T)**

**Duration: 3 hrs. Max. Marks: 100**

**Pass Marks: 35% Internal Assessment: 30 marks**

**Theory Paper: 70 Marks**

**Objective: The Course aims to provide basic knowledge to the students about the organisation and management of business enterprise**

**INSTRUCTIONS FOR PAPER SETTER/EXAMINERS**

The question paper will consist of three Sections A, B and C. Section A and B will have four questions will have four questions each from Unit-I and Unit-II respectively, will carry 10 marks each. Section C will consist of 12 short answer type questions covering entire syllabus and will carry 3 marks each. Total weightage of Section-C shall be 30 marks.

**INSTRUCTIONS FOR CANDIDATES**

Candidates are required to attempt two questions from each Section A and B. In Section C candidates are required to attempt any ten questions.

**UNIT – I**

**Foundation of Indian Business:** Manufacturing (Primary), Types, Role of Manufacturing Sector in Indian Economy, National Manufacturing Policy. Service Sector; Meaning, Characteristics/Features, Classification or Types, Need, Importance of Role of Service Sector Indian Economy, Classification of Business Services, Reasons for Growth of Service Sector, **Small and Medium enterprises:** Introduction, Classification, Characteristics of Small scale Industry, Role of Small and Medium Business in India.  **Liberalisation and Globalisation:** India’s Experience. **Social Responsibility and Ethics:** Concept, Factors responsible for the realisation of Social Responsibility. Social Issues for Responsibility of Business towards different interest groups, Case for social obligation of business, Case against assuming social obligations. **Business Ethics:** Definitions, Nature of Business ethics, Scope, Ethical issues for Managers, **Emerging Opportunities in Business**: Franchising-Meaning, Features, Benefits, Limitations. **Outsourcing**- Meaning, concept Need and importance, Types of Services. **E-Commerce-**  Meaning, E-business versus E-commerce Scope of E-Commerce, Benefits, Limitations.

**Business Organisation:** Meaning, Nature and Scope of Business Systems. **Business Structure:** Sole Proprietorship- Introduction, Definitions, Characteristics, Advantages, Disadvantages, Joint Hindu Family: Introduction, meaning, Characteristics, advantages, disadvantages. Partnership: Introduction, Meaning, Definitions, Characteristics, Kinds (including Limited Liability Partnership), advantages, disadvantages. **Joint Stock Company:** Concept, Features, Merits, Limitations, Private versus Public Company. **Co-operative Societies:** Introduction, Types, advantages, limitations**. Multinational Organisations:** Meaning, Definitions, Features, Benefits, Disadvantages.

**UNIT – II**

**Introduction to Management:** Meaning, Objectives, Nature, Functions and Management Process. **Evolution Management Thoughts**-FW Taylor, Elton Mayo, and Peter Drucker. **Functional Areas of Management.** **Planning**: Meaning, Nature and Importance, Steps in Planning, Significance and Types. **Decision Making:** Concept and Process, Types of Decision Making, **Organising:** Concept, Nature, Purpose, Significance and Process of Organising, **Authority and Responsibility,** Delegation and Decentralisation of Authority. **Staffing:** Meaning and Process. **Recent Developments in Organisation and Management.**

**Motivation:** Concept and Importance, Maslow Need Hierarchy Theory, Herzberg Two Factor Theory, McGregor. **Leadership:** Concepts and Styles. **Communication:** Concepts, Types, Process and Barriers.

**Pedagogy:**

The instructor is expected to use leading pedagogical approaches in the class room situation, lectures, case study analysis, group discussions, assignment writing and tests, innovative instructional methods, use of technology in the class room and comprehensive assessment practices to strengthen the teaching efforts .

**Suggested Readings:**

1. V.K.Kaul, Business Organisation and Management, Pearson Education, NewDelhi.
2. T.N.Chhabra, T.N., Business Organisation and Management, Sun India Publications, NewDelhi
3. C.B. Gupta,Modern Business Organisation, Mayur Paperbacks, NewDelhi.
4. Koontz and Weihrich, Essentials of Management, McGraw HillEducation.
5. C.R Basu, Business Organization and Management, McGraw HillEducation.
6. Jim, Barry, John Chandler, Heather Clark; Organisation and Management, CengageLearning.
7. B.P. Singh and A.K.Singh, Essentials of Management, ExcelBooks
8. R.H. Buskirk, et al;Concepts of Business: An Introduction to Business System, Dryden Press, NewYork.
9. Burton Gene and Manab Thakur; Management Today: Principles and Practice; Tata McGrawHill, NewDelhi.
10. Griffin, Management Principles and Application, CengageLearning

**Recommended by Board of Studies**

BCAF 2.3: CORPORATE LAW 6CREDITS: 5H(L)+1H(T)

**Duration:3hrs. Max. Marks:100**

**Pass marks :35% Internal Assessment: 30 marks**

**Lecture Deliver: 90 Theory Paper: 70 marks**

**Objective**: The objective of the course is to impart basic knowledge of the important business legislation along with relevant case law.

# INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections A, B and C. Section A and B will have four questions each from Unit-I and Unit-II respectively, will carry 10 marks each. Section C will consist of 12 short answer type questions covering entire syllabus and will carry 3 marks each. Total weightage of Section-C shall be 30 marks.

# INSTRUCTIONS FOR CANDIDATES

Candidates are required to attempt two questions each from Section A and B. In Section C candidates are required to attempt any ten questions.

# UNIT I

Company: Definition, Characteristics of a company; types of companies Lifting of corporate veil; Formation of Company: Incorporation and Commencement, Promoters: their legal position, Pre-incorporation contract; On-line registration of a company.

Memorandum of Association: Contents, Alteration and Doctrine of Ultra-vires, Articles of Association: Contents, Alteration and Doctrine of constructive notice and Indoor Management, Prospectus: Definition, Types, Contents, Liability for Misstatement in Prospectus, Shares: Issue, Allotment, Transfer, Transmission of Shares, Forfeiture, Surrender and Re-issue. Issue of Bonus Shares.

# UNIT II

Directors: Meaning, Types, Appointment, Powers, Duties, Removal and Liabilities of Directors. Meetings: Annual General Meeting and Extra Ordinary General Meeting.

Board Meetings: Procedure and Meeting through video conferencing, Majority Power and Minority Rights, Winding up: Meaning, Modes, and Consequences of winding up.

Insider Trading Whistle blowing: Insider Trading; Meaning & legal provision: Whistle blowing: concept and mechanism.

Ministry of corporate Affairs (MCA-e Filing). Role of professionals in NCLT.

# Suggested Readings:

1. MC Kuchhal, Modern Indian Company Law, Shri Mahavir Book Depot (Publishers),Delhi.
2. GK Kapoor and Sanjay Dhamija, Company Law, Bharat Law House, Delhi.
3. Anil Kumar, Corporate Laws, Indian Book House, Delhi.
4. Reena Chadha and Sumant Chadha, Corporate Laws, Scholar Tech Press,Delhi.
5. Avtar Singh, Introduction to Company Law, Eastern BookCompany.
6. Ramaiya, A Guide to Companies Act, LexisNexis, Wadhwa and Buttersworth.
7. Manual of Companies Act, Corporate Laws and SEBI Guideline, Bharat Law House, NewDelhi.
8. A Compendium of Companies Act 2013, along with Rules, by Taxmann Publications.
9. Gower and Davies, Principles of Modern Company Law, Sweetand Maxwell.
10. J.P. Sharma, An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd New Delhi
11. A Compendium of Companies Act 2013, along with Rules, by Taxmann Publications.
12. Gower and Davies, Principles of Modern Company Law, Sweetand Maxwell.
13. J.P. Sharma, An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd New Delhi.