



***** B+
Accredited By NAAC

**New/Revised Syllabus For
Bachelor of Commerce
(Part III)**

(Subject to the modifications to be made from time to time)
Syllabus to be implemented from June 2009 onwards.

A] **Ordinance and Regulations:-**
(as applicable to degree/programme)

B] **Shivaji University, Kolhapur**
New/Revised Syllabus For
Bachelor of Commerce

1. TITLE : Subject : Advanced Accountancy
Optional/Compulsory/Additional/IDS under the Faculty of Commerce

2. YEAR OF IMPLEMENTATION:- New/Revised Syllabus will be implemented from June 2009 onwards.

3. PREAMBLE:-

The Board of Studies should briefly mention foundation, core and applied components of the course/paper. The student should get into the prime objectives and expected level of study with required outcome in terms of basic and advance knowledge at examination level.

4. GENERAL OBJECTIVES OF THE COURSE/ PAPER/ :
(as applicable to the Degree /Subject- Paper concerned)

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)

5. DURATION

- The course shall be a full time course of Three years.
- The duration of course shall be of Three years. /--- Semesters.

6. PATTERN:-

Pattern of Examination will be Annual.

7. FEE STRUCTURE:- (as applicable to regular/self supporting course)

i) Entrance Examination Fee (If applicable)- Rs. NIL (Not refundable)

ii) Course Fee-

Particulars	Rupees
Tuition Fee	Rs.
Laboratory Fee	Rs.
Computer Fee	Rs.
Annual/Semester fee- Per student	Total Rs.

Other fee will be applicable as per University rules/norms.

8. IMPLEMENTATION OF FEE STRUCTURE:-

In case of revision of fee structure, this revision will be implemented in phase wise manner as mentioned below:-

For Part I- From academic year_____ onwards.

For Part I & II- From academic year_____ onwards.

For Part I, II & III- From academic year_____ onwards.

9. ELIGIBILITY FOR ADMISSION :-

As per eligibility criteria prescribed for each course and the merit list in the qualifying examination.

10. MEDIUM OF INSTRUCTION :

The medium of instruction shall be in English or Marathi. (as applicable to the course/programme concerned.)

11. STRUCTURE OF COURSE- -----

(Note – The structure & title of papers of the degree as a whole should be submitted at the time of submission/revision of first year syllabus.

FIRST YEAR ----- (NO.OF PAPERS-----)

Sr.No.	Subjects	Marks
1.		100
2.		100
3.		100
4.		100
5.		100
6.		100
7.		100
8.		100
	Total	

SECOND YEAR ----- (NO.OF PAPERS-----)

Sr.No.	Subjects	Marks
1.		100
2.		100
3.		100
4.		100
5.		100
6.		100
7.		100
8.		
	Total	

THIRD YEAR ----- (NO.OF PAPERS-----)

Sr.No.	Subjects	Marks
1.		100
2.		100
3.		100
4.		100
5.		100
6.		100
7.		100
8.		
	Total	

12. SCHEME OF TEACHING AND EXAMINATION:-

[The scheme of teaching and examination should be given as applicable to the course/paper concerned.]

FIRST YEAR / SEMESTER – I/ II/----

Sr. No.	Subject /Paper	Teaching Scheme (Hrs/Week)				Examination Scheme (Marks)		
		L	T	P	Total	Theory	Term Work	Total
1								
2								
3								
4								
5								
6								
7								
	Total							

SECOND YEAR / SEMESTER – III/ ---- --

Scheme of Teaching and Examination

Sr. No.	Subject/Paper	Teaching Scheme (Hrs/Week)				Examination Scheme (Marks)		
		L	T	P	Total	Theory	Term Work	Total
1								
2								
3								
4								
5								
6								
7								
	Total							

THIRD YEAR / SEMESTER – V/ ---- --**Scheme of Teaching and Examination**

Sr. No.	Subject/Paper	Teaching Scheme (Hrs/Week)				Examination Scheme (Marks)		
		L	T	P	Total	Theory	Term Work	Total
1								
2								
3								
4								
5								
6								
7								
	Total							

13. SCHEME OF EXAMINATION :-

- The examination shall be conducted at the end of each academic year.
- The Theory paper shall carry 100/---- marks.
- The evaluation of the performance of the students in theory papers shall be on the basis of Annual Examination of 100 marks.
- Question Paper will be set in the view of the /in accordance with the entire Syllabus and preferably covering each unit of syllabi.

14. STANDARD OF PASSING:-

As Prescribed under rules & regulation for each degree/programme.

**15. NATURE OF QUESTION PAPER AND SCHEME OF MARKING :-
(Unitwise weightage of marks should also be mentioned)****16. EQUIVALENCE IN ACCORDANCE WITH TITLES AND CONTENTS OF PAPERS- (FOR REVISED SYLLABUS)**

Sr.No.	Title of Old Paper	Title of New Paper
1.	ADVANCED ACCOUNTANCY (Optional) Paper – I	ADVANCED ACCOUNTANCY (Optional) Paper – I
2.	ADVANCED ACCOUNTANCY (Optional) Paper – II	ADVANCED ACCOUNTANCY (Optional) Paper – II
3.	ADVANCED COSTING (Optional)-Paper-I	ADVANCED COSTING (Optional)-Paper-I

17. SPECIAL INSTRUCTIONS , IF ANY.

NEW/REVISED SYLLABUS FOR
B.Com. Part III
(Introduced from June 2009 onwards)

- (i) **Paper – I**
- (ii) **Title Of Paper Advanced Accountany**
- (iii) **Specific Objectives:-----**
- (iv) **A brief note :- (On expected level of study from examination and assessment point of view):- -----**

(v)	UNIT	No.of Lectures
	Unit 1	(No.of Lectures – 15)
	Unit 2	(No.of Lectures – 15)
	Unit 3	(No.of Lectures – 15)
	Unit 4	(No.of Lectures – 15)
	Unit 5	(No.of Lectures – 15)
	Unit 6	(No.of Lectures – 15)
	Unit 7	(No.of Lectures – 15)
	Unit 8	(No.of Lectures – 15)

- (vi) Recommended Reading :**
(In MLA/APA Style Sheet Format)

- a) Basic Reading :-**
- b) Additional Reading :-**
- c) References :-**

- i) Books**
- ii) Periodicals/Journals:**

(NOTE :

- i) The details of field work, seminar, Group Discussion and Oral examination be given wherever necessary.
- ii) General/Specific instructions for Laboratory safety should be given wherever necessary)

C] OTHER FEATURES :

1. INTAKE CAPACITY / NUMBER OF STUDENTS:-
(Wherever applicable)

2. TEACHERS QUALIFICATIONS:-

- As prescribed by norms .
- However required number of core faculty should be given for particular course along with paper wise and Specialization wise work load allocation.
- Work load details should be as per Apex body/UGC/State Govt./University norms.

3. The Board of studies should clearly mention the required Books, Journals and specific Equipments necessary for the Course.

(A) LIBRARY :

Reference and Text Books, Journals and Periodicals, Reference Books for Advanced Books for Advanced studies.

(B) SPECIFIC EQUIPMENTS : Necessary to run the Course.

(T.V., V.C.R. V.C.P., L.C.D., Overhead Projector) (Computers and necessary softwares and operating systems etc.)

(C) LABORATORY SAFETY EQUIPMENTS :

Syllabus Frame work - General Guidelines :-

A) i) The Board of Studies and the faculty should Pass the resolutions consistent with the powers and duties mentioned in Maharashtra Universities Act-1994 and statutes made there under.

The Board of Studies and faculties should put their efforts in bringing high standards in curriculum framework and updating the syllabi to cater to future needs of Higher Education. This should cover demanding needs of industry and Commerce, upcoming trends and developments, research strategies, interdisciplinary areas of teaching and research. The education system and the curriculum developments should be linked with career aspirations of our students.

The success of the university is judged by the quality of graduates it produces. Therefore, university should maintain the highest standard in its teaching and examination by which the student can attain and develop their capacity.

The University Grants Commission has developed model curriculum to provide a broad common frame work for exchange for mobility and free dialogue across the entire Indian academic community with a view to bring upon continuous improvement. Further the UGC looks towards advancement of knowledge industries by adding career orientation approach in course contents and syllabus framework. Likewise it focuses upon new techniques of education through cafeteria approach, credit system, internal assessment and term work, semester system, bridge courses and add on courses for soft skill development of students from placement point of view. Further it focuses upon need based research by adding the research component at under graduate and post graduate level through project work, industry-academia interaction, industrial tours and training to students etc.

Distance Education is at another mode which will help our university to increase the access of higher education to the marginalized and weaker sections of rural society and in the process will help to make university education more socially inclusive.

ii) The Chairman, Board of studies and the Deans of the faculty should check the syllabus submitted by their concerned Board as per the check list mentioned below :

- 1) Standard syllabus format should be followed for every course/paper. It should be noted that few components (given in standard format) like duration, pattern, intake capacity, fee structure, eligibility for admission etc. are applicable to syllabus framework of part –I only.
- 2) The title of papers should be unique. Repetition in titles should be avoided.
- 3) General objectives of the degree/course with specific objectives of each paper should be mentioned in the syllabi.
- 4) The structure & title of papers of the degree as a whole should be submitted at the time of submission/revision of first year syllabus.
- 5) General Instructions for laboratory safety should be added as a part of syllabi, wherever necessary
- 6) While framing the syllabus, the detailed elaboration of foundation, core and applied components alongwith advanced areas of study is essential.

It should be mentioned in detail the expected level of study of each unit or the syllabus from examination and assessment point of view.

- 7) While giving the nature of Question Paper it should be strictly mentioned that the Question paper will be set in the view of the/in accordance with the entire syllabus.
- 8) The syllabus of every Paper/Subject should be framed in accordance with UGC curriculum guidelines.
- 9) The unit wise syllabus should be framed with general pattern 8-9 units per paper covering 120 lectures workload for each paper.
- 10) The board of studies and the faculty should prepare standard document of operational manual for Laboratory safety. List of standard Equipments required for particular course/degree programmes should also be mentioned in the said document.

This will enable to streamline the university education system towards quality enhancement.

- 11) The nature of question paper should be in accordance with the common policy approved by Academic Council dated 23 -11-06 wide Item No. 9. In view of the same each question should not more than 8 marks.
- 12) The nature of question paper should be common for various courses/subjects/papers within the same faculty.
- 13) There should be a broad homogeneous frame of policy amongst the board of studies and faculty regarding nature of question paper and level of questions covering Informative, Application, subject aptitude and depth of understanding of students. The process of evaluation and assessment should give ample scope for additional marks to those students, whose answer are based on advanced level of study as evidenced for additional reading of the student.

B) GENERAL SAFETY RULES FOR LABORATORY WORK

1) List of equipments needed for Laboratory Safety:-

1. Fire extinguisher
2. First Aid Kit
3. Good earthing and insulated wirings for electrical supply.
4. Emergency exit
5. Apron and goggles wherever necessary
6. Fuming Chambers
7. Masks flows and shoes while handling hazardous chemicals & gases (Good valves, manometers and regulators for gas supply)
8. Operational manuals for instruments (handling to be made as suggested.)
9. Rules of animals and blanks ethics.
10. Leakage of gases to be avoided.
11. Cylinders or flow pipes to handle Acids.
12. No weighings for NaOH and hygroscopic substances.
13. Stabilized supply in the laboratory.

2) There Is No Substitute For Safety

1. Any injury no matter how small, it must be reported to teacher immediately.
2. a) In case any chemical enters your eyes go immediately to eye-wash facility and flush your eyes and face with large amount of water.

b) For acid or phenol split, do not use water instead put some bicarbonate.
3. In case of fire, immediately switch of all gas connections in the laboratory and pour sand on the source of fire or cover it with asbestos or cement sheet.
4. While leaving laboratory, make sure that gas, water taps and electricity are switched off.

5. Remove your lab coat. Gloves and clean your hands before leaving laboratory.
6. Make your workplace clean before leaving the laboratory.
7. Keep your hands away from your face, while working in laboratory.
8. Each laboratory must have a first aid box.
9. Know what to do in case of emergency - e.g.
 - (a) Know the place of fire extinguisher and first aid box.
10. Don't use cell phones in the laboratory.
 - (a) Remember important phone numbers

3) DO's

1. Always wear lab coat, shoes in the laboratory. Every student must have their weight box, a napkin etc.
2. Maintain separate record book for each subject.
3. Keep your belongings at the place allotted for the same.
4. Maintain silence, order, cleanliness and discipline in the laboratory.
5. Work at the place allotted to you or specially used for certain operations.
6. Keep the working table clean.
7. Handle the laboratory equipments, glassware and chemical with great care.
8. Use only required quantities of material and apparatus of essential size.
9. Perform the test in their proper order.
10. Know the location of eye wash fountain and water shower.
11. Minimize your exposure to organic solvents.
12. The Metal like sodium should be kept under kerosene or liquid paraffin layer in a vessel with a cork stopper.
13. Sodium metal should be cut on dry filter paper. The cut off pieces of sodium should be immediately collected in a vessel containing kerosene or liquid paraffin.
14. Always pour acid into water when diluting and stir slightly.
15. All operations involving poisonous flammable gases and vapours should be carried out in the flame chamber (with exhaust facility)
16. Ladies should avoid wearing saree. If it is there, apron is essential.

4) DON'T

1. Don't work alone in the laboratory
2. Don't leave the glasswares unwashed.
3. Don't take apparatus, chemicals out of lab.
4. Don't leave any substance in a vessel or bottle without label.
5. Don't weigh the reagent directly on the balance pan.
6. Don't. throw the cut off pieces of sodium metal in sink or water. Transfer it immediately in it's container.
7. Don't take sodium metal with hands. Use forceps.
8. Don't panic and run in case of fire. Use the fire extinguishers or sand buckets.
9. Don't breathe the vapours of organic solvents.
10. Don't. pour any unused reagent back in its stock bottle.
11. Don't eat or drink any food in laboratory.
12. Don't use inflammable solvents like benzene, ether, chloroform, acetone and alcohol around flame.
13. Don't distill to dryness.
14. Don't exchange stoppers of flasks and bottles containing different reagents.
15. Don't leave reagent bottle lying on the table.
16. Don't disturb the order of reagent bottles in which they are placed.
17. Don't bring reagent on your working table from the general shelf.
18. Don't throw burning matchstick into dustbin.
19. Don't leave the laboratory without permission.

5) LAB SAFETY PRECAUTIONS / MEASURES IN CHEMISTRY LABORATORY

Part I : Personal Precautions

1. All personnel must wear safety Goggles at all times
2. Must wear the Lab Aprons/Lab Jacket and proper shoes.
3. Except in emergency, over-hurried activities is forbidden.
4. Fume cupboard must be used whenever necessary.
5. Eating, Drinking and Smoking in the laboratories strictly forbidden.

Part II : Use of Safety and Emergency Equipments

1. First aid kits
2. Sand bucket
3. Fire exextinguishers (dry chemical and carbon dioxide extinguishers)
4. Chemical Storage cabinet with proper ventilation
5. Material Safety Date sheets.
6. Management of Local exhaust systems and Fume hoods.
7. Sign in register if using instruments.

6) LABORATORY / FIELD WORK CARE AND SAFTY FOR BOTANY AND ZOOLOGY STUDENTS

1. Unnecessary wastage of plant material / animals during practicals should be avoided.
2. During study tour / personal collection, more emphasis be given on study of plants / animals in nature and collection of wild plants and animals should not be carried out.
3. If at all the collectionof the plant material animals in needed, it should be carried out under supervision of concerned teacher. Collection of poisonous plants / poisonous mushrooms / harmful animals should be avoided.

4. Oral intake of unknown plant material / animal, out of curiosity, during practical or collection tour is strictly prohibited.
5. If there is any allergic reaction while handling the plants / plant parts / pollen grains / fungal specimens / animals it should be immediately brought to the notice of the concerned teacher and reported to the registered medical purloiner.
6. Wearing of handgloves (and mask) is essential while handling poisonous plants or animals / herbarium sheets / toxic and hazardous chemicals / reagents / stung acids / stung alkalis during the experiment should be made with vaccupipetle / autopipette / burette under the supervision of concerned teacher / lab assistant.
7. Highly inflammable organic solvents (alcohol, acetone etc.) should not be kept in vicinity of spirit lamp.
8. The laboratory safety measures adopted for handling of hazardous chemicals in chemistry practicals should be followed for conducting practicals in plant biochemistry / microbiology.
9. Operational manuals for equipments such as centrifuge, autoclave, spectrophotometer should be followed.
10. In case of minor injuries, preliminary treatment should be undertaken with the help of first aid kit available in the laboratory. In case of serious injury, concerned teacher should be immediately contacted for consultation to the physician.
11. The instruction report for breeding, experimentation & dissection of animals will be submitted in a week period. (Which are laid down by Ministry of Social Justice & Empowerment and Ministry of Environment and Forests, Govt. of India)
12. Animal ethic committee should be constituted in the college where the subject Zoology is taught and the rules / norms laid down by the committee should be strictly followed while during experiment / performing dissection on animals.

ADVANCED ACCOUNTANCY
(Optional) Paper – I

Objective:

The objective of this course is to expose students to advanced accounting issues and practices.

Section-I

1. Bank Final Accounts – Vertical format only.
2. Hire Purchase excluding Hire Purchase Trading A/c
3. Insurance claim loss of Profit Policy and Loss of Stock.
4. Introduction to Stock Market, meaning, Functions & procedure of listing of securities & Broker's Accounts.

Section – II

5. Meaning, Advantages, Objectives, Limitations and difference of Management Accounting and Cost Accounting.
6. Working Capital – Meaning, Significance and Determinants of working capital, Sources and Application of working capital, Funds Flow Statement
7. Ratio Analysis, Classification of Ratios-Profitability Ratios, Turnover Ratios, Solvency Ratios and Liquidity Ratios.
8. Elements of Cost-Material, Labour and Overheads, Preparation of cost-sheet.

Distribution of Marks:

Practical Problem	-	80
Theory	-	20

Reference Books

1. Advanced Accountancy – Shukla and Grewal
2. Advanced Accountancy – R.R. Gupta
3. Steps in Advanced Accountancy – Maheshwar
4. Principles of Management Accounting – Manmohan Goyal.
5. Management Accounting – I.M. Panday
6. Cost Accounting – Jain and Narang
7. Cost Accounting – B.K. Bhar.

Advanced Accountancy – (Optional) Paper –I
Nature of Question Paper

Section – I

Q.1 Practical Problem	22
Q.2 Practical Problem	18
OR	
Practical Problem	
Q.3 Short Notes (Any Two out of Four)	10

Section II

Q.4 Practical Problem	22
Q.5 Practical Problem	18
OR	
Practical Problem	
Q.6 Short Notes (Any Two out of Four)	10

ADVANCED ACCOUNTANCY

(Optional) Paper – II

Objective: 1) To gain working knowledge of generally accepted auditing

procedure, techniques and skills.

2) To obtain knowledge of various provisions of the Income Tax

Act and their application in computation of income of Individuals and firms under various heads of income.

Section-I

1. Auditing-Meaning, nature basic general principles, scope and objectives. Types of Audit-Internal Audit and External Audit only, Internal Check.
2. Vouching-meaning need and importance, vouching of cash and credit transactions. Verification and Valuation of Assets and liabilities
3. Special features in respect of Audit of Co-operative Societies, Banks.
4. Appointment, Qualifications, Disqualifications, Removal and Remuneration of an Auditor of a Limited Company., Statutory Audit Report. Audit and Assurance Standards (AAS) related to these topics.

Section – II

Income Tax Act 1961.

1. Definition, Residence and Tax Liability
2. Exempted incomes u/s 10 and Deductions of Chapter VI A applicable to individuals.
3. Heads of Income – (Salaries, House property, Business, Capital gain, other sources). Computation of Total Taxable Income from Salary, House property, Business & Profession.capital gains & other souras.
4. Concepts of e-filing of returns and e-payment of taxes.

Notes : 1) Finance Act in force at the time of commencement of academic year

shall be applicable (Respective academic year should be treated as assessment year)

2) Language of answer may be English for both the sections.

Reference Books:

1. Contemporary Auditing – Kamal Gupta
2. Practical Auditing – B.N. Tandon
3. Principles of Auditing – De Paula
4. Principles and practice – Saxena
5. Students Guide to Income Tax – V.K.Singhania
6. Income Tax Law & practice – Prasad Bhagwati
7. Income Tax Law & practice – H.C. Mehrotra
8. Income Tax Law & practice – Dinkar Pagare.

Advanced Accountancy Paper II
Nature of Question Paper

Section – I

Q.1	Essay Type Question	16
	OR	
	A) Short Answer Type Question	8
	B) Short Answer Type Question	8
Q.2	Essay Type Question	16
	OR	
	A) Short Answer Type Question	8
	B) Short Answer Type Question	8
Q.3	Short Notes (Any Three out of Six)	18

Section II

Q.4	Practical Problem on Total Taxable Income from salary	16
Q.5	Practical Problem on Total Income from House Property or Business of Profession	16
	OR	
	A) Short Answer Type Question	8
	B) Short Answer Type Question	8
Q.6	Short Note (Any Three out of Six)	18

ADVANCED COSTING
(Optional)-Paper-I

Objective :

To gain the understanding of costing concepts and procedure
In cost ascertainment system.

Section-I

1. Cost Accounting-meaning, Nature, Scope Objectives & Importance, Difference between Financial Accounting & Cost Accounting.
2. Elements of cost-classification of cost, Direct and Indirect cost, cost center, cost unit, Preparation of Cost sheet.
3. Materials-purchasing, receipt, inspection, storage of material, fixation of stock levels, system of storekeeping: Store Ledger under different methods of pricing of issue of materials, Inventory control concept, Economic order Quantity.
4. Labour-recording and analysis of labour cost, overtime, holiday work, idle time, holidays with pay. Methods of remunerating labour and incentive systems. Halsay and Rowan Plan only.

Section-II

5. Overheads-Meaning, classification, allocation, apportionment and absorption.
6. Machine Hour Rate.
7. Reconciliation of financial & cost profit. Expenses not considered in costing.
8. Unit costing.

Distribution of Marks :

Theory –	20 marks
Practical –	80 marks

ADVANCED COSTING
(Optional) Paper-II

Objective :

To gain expert knowledge of use of costing data for decision-making and control.

Section-I

1. Methods of costing-Job Costing.
2. Process costing – Calculation of Equivalent production.
3. Contract costing,
4. Operating Costing.

Section-II

5. Marginal costing – Meaning, objective, advantages, disadvantages, Profit Volume Ratio, Margin of safety, Break Even Analysis.
6. Standard costing – Meaning objectives, advantages, disadvantages, analysis of cost variances.
7. Budgetary control – Meaning of budget and budgetary control, objectives, types of Budgets-Preparation of Cash Budget, Fixed & Flexible Budget & Production Budget.
8. Activity based costing and Responsibility costing.

Distribution of Marks :

Theory	20 Marks
Problems	80 Marks

Reference Books :

1. Cost Accounting – Methods and practice B.K. Bhar
2. Cost Accounting M.N.Arora
2. Cost Accounting Jain and Narang
3. Cost Accounting Jawaharlal
4. Cost Accounting Maheshwari
5. Cost Accounting - Problems and solutions Khanna, Pandey Ahuza.

Nature of Questions (Optional) Paper – I and II

SECTION-I

Q.1 Practical Problem	22
Q.2 Practical Problem	18
OR	
Practical Problem	10
Q.3 Short Notes (Any Two out of Four)	10

SECTION – II

Q.4 Practical Problem	22
Q.5 Practical Problem	18
OR	
Practical Problem	10
Q.6 Short Notes (Any Two out of Four)	10