

Ramakrishna Mission Vivekananda College (Autonomous)
Evening College, Chennai – 600 004
B.Com. (General), Syllabus (effective from the Batch 2008-11)

FOURTH SEMESTER

CORPORATE ACCOUNTING & AUDITING – II

(Note: Corporate Accounting : 70% Auditing : 30%)

Unit I

Human Resource Accounting – Accounting standards – Financial reporting practices – Accounting for price level changes.

Unit II

Final Accounts of Insurance companies including Balance sheet. (New format)

Unit III

Final Accounts of Banking Companies including Balance sheet.

Unit IV

Amalgamation – Absorption and external reconstruction of a company – (Inter company investments excluded) - Internal reconstructions and reduction of capital Liquidation – Statement of affairs and deficiency accounts – Liquidator's final statement of receipts and payments Internal reconstructions and reduction of capital

Unit V

Appointment of Auditor – Appointment of first auditor – Filling of casual vacancy – Ceiling on number of audits – Appointment of auditor of Government company – Auditor's remuneration – Removal of auditors – Qualifications and disqualifications, Powers and duties of auditors / liabilities of auditors. Special considerations in company audit Preservation of financial statements. Audit of share capital, Audit of dividends and debentures, EDP Audit, Impact of computerization on audit approach. Types of internal control in a computer based system. Approaches to EDP Auditing – Online Auditing

Reference Books :

1. Shukla and Grewal – Advanced Accounts S. Chand
2. T.S. Reddy and A. Murthy – Corporate Accounting
3. Jain and Narang – Company Accounts
4. R.L. Gupta – Corporate Accounting
5. Chakraborti – Advanced Account
6. Mukherji and Hanif – Modern Accounts, Vol. I and Vol. II, Tata Mcgraw Hill

Question Paper Pattern:

Note :

Corporate Accounting & Auditing should have separate subdivisions in all the three sections viz., Section A, B & C

Section A:

8 out of 9 (8*2 =16 Marks) from Corporate Accounting
2 out of 3 (2*2= 4 Marks) from Auditing

Section B:

4 out of 5 (4*8=32 Marks) from Corporate Accounting
1 out of 2 (1*8 = 8 Marks) from Auditing

Section C:

1 out of 2 (1*20= 20 Marks) from Corporate Accounting
1 out of 2 (1*20= 20 Marks) from Auditing

COMPANY LAW

Unit I

Definition of Joint Stock Company – Kinds – Formation – Incorporation.

Unit II

Memorandum of Association – Contents and Alteration – Doctrine of Ultra Vires – Articles of Association – Contents – Distinction between the Two – Doctrine of Indoor Management – Prospectus – Contents – Statement in lieu of Prospectus.

Unit III

Share Capital – Kinds of Shares – Voting Rights – Borrowing powers of companies – Membership in a company – Directors – Legal position – Appointment, Removal, Rights, Duties and Powers – Qualification and Disqualifications.

Unit IV

Meetings and Resolutions – Statutory Meeting – Annual General Meeting – Extra-ordinary General Meeting – Resolutions – Ordinary and Special Resolutions.

Unit V

Winding up of a company – Modes of winding up – Winding up by the court – Voluntary winding up – Member's voluntary winding up – Creditor's voluntary winding up.

Reference Books :

1. Business Laws – N.D. Kapoor, Sultan Chand and Sons
2. Business Laws – M.R. Sreenivasan, Margam Publications
3. Business Laws – M.V. Dhandapani, Sultan Chand and Sons
4. Company Law – Avtar Singh.
5. Company Law – N.D. Kappor.
6. M.C. Shukla and S.S. Gulshan – Principles of Company Law

7. S.M. Shah – Lectures on Company Law
8. S. Badri Alam and Saravanavel, Company Law, Himalaya Publications.
9. P.P.S. Gogna – Text Book of Company Law – S. Chand

Question Paper Pattern:

Section A : 10 out of 12 (10 X 2 = 20 Marks)

Section B : 5 out of 7 (5 X 8 = 40 Marks)

Section C : 2 out of 4 (2 X 20 = 40 Marks)

INTRODUCTION TO COMPUTERIZED ACCOUNTING & APPLICATIONS

Note: Theory : 60% Practical : 40%

Unit-I

Introduction to computerized accounting concepts – Basic concepts: accounts, debits, credit, transactions, assets and liabilities- Types of accounts and rules of Generalizing - Journal and ledger- Types of balance - Trial balance and final Account

Unit II

E-Commerce - Concepts of E-Commerce, Types of E-Commerce, Areas OD E-Commerce, Type of Transactions in Web, Requirements for ECommerce, Presenting an Organization in Web- e-filing of IT-returns.

Unit III

Introduction to Tally - Introduction to software accounting. Computer Application through Accounting Package Tally - (Latest Version) – Preparation of following records on Tally (with inventory) – (A) Creation of company, Group, Ledger Accounts, Feeding of Accounting data – Receipts, Payments, Purchase, Sale, Contra, Journal, Credit Note and Debit Note. (B) Inventory Information – Groups, Items and Valuation. – (C) Generation of various Accounting Reports - Creating accounts - Feeding opening balances - Chart of accounts - Capital– Current assets – Current liabilities – Investments – Loans – Miscellaneous– Sales– Purchase– Direct / Indirect income / expenses

Unit IV

Purchase and Sales - Purchase / Sales order - Receipt note - Purchase / Sales bills - Debit / Credit note Journal, Voucher , VAT Bills, service tax , FBT applications,

Unit V

Trial balance and final account - Ledgerwise trial balance-Trading account- Profit and loss account - Balance sheet – Outstanding - Practical work and reports relating to recent software applications for banking and insurance (FINACLE, SAP and recent Applications)

Note1 : Recent version of licensed copy of “Tally Package” should be purchased by the college.

Note2 :

- 1) College should make a provision of necessary computers for commerce department to train the students in Computer Accounting as prescribed in the syllabus.
- 2) The study tour may be arranged for increasing the awareness of students regarding Corporate and Banking software Accounting. (Including Industrial Visit)

Reference Books :

- 1) Peter Norton's Computer fundamentals , fourth Edition – McGraw Hill
- 2) Computer fundamentals – Ravichandran D.
- 3) Tally Financial Accounting Program – Current Volume – Tally Press
- 4) Tally for Beginners – Tally Press
- 5) Tally9-Slef Study Training Kit – www.swayam-education.com
- 6) Accounting in a Nutt-shell – Janet Walker

Question Paper Pattern:

Section A : 10 out of 12 (10 X 2 = 20 Marks)

Section B : 5 out of 7 (5 X 8 = 40 Marks)

Section C : 2 out of 4 (2 X 20 = 40 Marks)

ELEMENTS OF INSURANCE**Unit I**

Introduction to Insurance – Origin, History, Nature of Insurance, Insurance in India, Market potential – Emerging Scenario. Principles of Insurance, Utmost good faith, Insurable interest, Material faith, Indemnity, proximate cost.

Unit II

Insurance Laws and Regulations. Contract Act, Insurance Act, LIC Act, GIC Act, IRDA Act, Consumer protection Act. Ombudsman. Life Insurance – selection of Risk and Policy conditions. Risk Management and Reinsurance. Selection of Risks – Computation of Premium.

Unit III

Life Insurance Products – Term Insurance, Whole Life, Endowment Annuities. Insurance Documents – Proposal Forms, Agents Confidential Report, Declaration of good health, Medical Report, Policy Form etc., Policy conditions and privileges – Age Admission, Revival, Loans, Claims etc.

Unit IV

Introduction to general Insurance. Fire, Motor, Marine, Health, Miscellaneous. Group Insurance Schemes – Group Insurance, Group Gratuity, Superannuation and Pension Plan. Rural Insurance and Insurance for weaker sections of society.

Unit V

Marketing of Insurance Products – Selling Processes.

Reference Books :

1. Life Insurance – Institute of Insurance, Mumbai
2. General Insurance – Institute of Insurance, Mumbai
3. Sharma R.S. – Insurance : Principles and Practice, 1960 Vora Bombay
4. Arifkhan M. – Theory and Practice of Insurance (1976) Educational Book House, Aligarh
5. Srinivasan – Principles of Insurance Law (1977) Ramanuja Publisher, Bangalore
6. Dr. B. Varadharajan – Insurance : Volume 1 and 2 (1979) Tamil Nadu Text Book Society

Question Paper Pattern:

Section A : 10 out of 12 (10 X 2 = 20 Marks)

Section B : 5 out of 7 (5 X 8 = 40 Marks)

Section C : 2 out of 4 (2 X 20 = 40 Marks)

PORTFOLIO MANAGEMENT**(Allied Subject)****Unit: I**

Concept of portfolio-objectives of personal investment-Financial security-assets acquisition-investment for family obligation.

Unit: II

Spectrum of financial and real assets- safety liquidity return tax benefits-risk return trade off nominal and effective rate of return

Unit III

Investments securities and their characteristics-Bank Deposits-Postal saving scheme-Equity-Debentures and bonds-Mutual funds-insurance-NBFC deposits

Unit IV

Investment in equity-Stock market function-Depository stock exchange-Trading in Cooperate securities-Regulatory role of SEBI-Listing-forward trading-Futures and options-Fundamental and technical analysis.

Unit V

Portfolio Management –Changing investment objectives-Shuffling the investment Portfolio-Decisions and personal risk perception

Reference Books:

1. Investment Management Dr Natarajan Margham Publications
2. Investment and Merchant banking DR V.A. Avanthami.

Question Paper Pattern:

Part A: 10 X 2 =20 marks (12 questions)

Part B: 5 X 8 =40 marks (7 questions)

Part C: 2 X 20= 40 marks (4 questions)

ENVIRONMENTAL STUDIES**Unit I**

Multidisciplinary nature of environmental studies – Definition, scope and importance – Need for public awareness.

Unit II

Natural Resources – Renewable & Non-renewable – Forest resources: Use and over exploitation, deforestation – Water resources: use and over utilization of surface and ground water, floods, drought, conflicts over water dams, benefits and problems – Mineral resources – Food resources: world food

problems – Energy resources: Growing energy needs, Renewable & Non-renewable energy sources, alternative energy sources – Land resources

Unit III

Ecosystems – concept, structure and function – Ecological succession – food chains, food webs and ecological pyramids – function of Forest ecosystem, Grassland ecosystem, Desert ecosystem, Aquatic ecosystem (ponds, streams, lakes, rivers, oceans and estuaries)

Unit IV

Biodiversity and its conservation – Introduction and definition: genetic, species and ecosystem diversity – biogeographical classification of India – Threats of biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts, endangered and endemic species of India – conservation of biodiversity: In situ and exsitu conservation of biodiversity

Unit V

Environmental pollution - Social issues & human population – Definition, causes, effects and control measures of Air, Water, Soil, Marine, Noise, Thermal, Nuclear pollution and hazards – soil waste management. Unsustainable to sustainable development. Population explosion – variations among nations, family welfare programme, human health, human rights, value education – HIV / AIDS – Women and child welfare – Role of information technology on environment and human health – case studies.

Reference Book :

1. Basic Environmental Studies – Dr. G.Rajah – Margham Publishers

Question Paper Pattern: (Max. Mark 75)

Section A : 5 Internal choice Questions (5 X 5 = 25 Marks)

Section B : 5 Internal choice Questions (5 X 10 = 50 Marks)