

B.COM  
SEMESTER II  
Foundation course  
Accounting - Paper II  
100 Marks – 75 Lectures

**Unit I: Accounting for Professionals:**

(30 Marks – 25 Lectures)

Introduction, Meaning of three systems of Accounting: Accrual/Mercantile system, Cash system and Mixed/Hybrid system-Books of accounts maintained by the Professionals – Cash book, Memorandum Book, stock Register, Receipts & Expenditure Account / Profit & Loss Account and Balance sheet. Practical problems based on preparation of Receipts & Expenditure Account / Profit and Loss Account and Balance sheet of Medical practitioners, Solicitors and Professional Accountants to be covered.

**Unit II: Voyage Accounts:**

(20 Marks – 15 Lectures)

Meaning, Voyage expenses, Voyage revenue, complete voyage, Incomplete Voyage (restricted to only one point/destination) - theory and problems.

**Unit III: Accounting for Co-operative Societies:**

(30 Marks – 20 Lectures)

Meaning and types of societies as per relevant provisions of Goa State Co-operative Societies Act – Preparation of final accounts of Consumer Cooperative Societies, Housing Cooperative Societies and Cooperative Credit Societies - Distribution of Profits.

**Unit IV: Accounting for Local Self-Government: Municipalities, Panchayats & Zilla Panchayats: 20 Marks – 15 Lectures**

Meaning, Budgeting and Accounting for local Self-Governing Bodies, limitations of the present accounting system.

**Specific Guidelines**

**Commerce Paper 3 (Foundation Paper): Accounting Paper II (SEMESTER -II)**

1. Two questions to be asked on Unit I.
2. Two questions to be asked on Unit II (one question on complete voyage and another question on incomplete voyage restricted to one point/destination).
3. One question each to be asked on Unit III & Unit IV.

**Broad Guidelines for setting of Question Papers in all Accounting Papers**

**General guidelines:**

1. The question paper shall have total of 6 questions carrying 80 marks and shall be of 2 hours duration.
2. Four questions of 20 marks each to be answered.
3. Question No. 1 to be compulsory (should be a practical question)
4. Any three questions from the remaining five questions to be answered.
5. A question may be sub-divided if necessary.

**Books for Study and Reference:**

1. Aruna Jha, Students guide to auditing. Taxman publication New Delhi.
- ✓2. Gupta Kamal: Contemporary Auditing, Tata McGraw-Hill, New Delhi
- ✓3. Tandon B. N. Principles of Auditing: S. Chand & Co, New Delhi.
- ✓4. Pagare Dinkar: Principles & Practice of Auditing: Sultan Chand, New Delhi
- ✓5. Sharma T.R.: Auditing Principle & Problems: Sahitya Bhavan, Agra.
6. Sekhar & Sekhar: Auditing: Vikas Publishing House Ltd., New Delhi.
7. Saxena R. G. & Others: Practical Auditing: Himalaya Publishers, Mumbai.
8. S.D Sharma: Auditing Principles, Taxman publication New Delhi
9. Ravinder Kumar & Virender Sharma: Auditing Principles & Practice: Prentice Hall of India, New Delhi.

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