



Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil Mahavidyalaya Pandharpur Dist. Solapur
(An Autonomous College)
Affiliated to Purnyashlok Ahilyadevi Holkar Solapur University Solapur
According to NEP 2020

Name of the Programme : B.Com. I (Business Administration and Management)	Semester – I	Subject Code: KBP-C-N23-VSC-A/C-114	
Name of the Course (Subject): VSC-1 – Basics in Financial Accounting			
Semester End Exam (SEE) 40 Marks	Internal Evaluation Examination (IEE) 10 Marks	Total Marks 50	Credit Assigned - 02 Workload – 2 Hrs. Per Week

w.e.f. June 2023

Course Objectives:

- To introduce accounting skills among the students.
- To impart basic accounting knowledge as applicable to the business enterprise.
- To make Students familiar with preparation of Books of Account.
- To help students to prepare financial statements for sole trading concern & Partnership Firm.

Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Introduction to Accounting 1.1 Accounting – Meaning, Definitions, Need and Objectives of Accounting 1.2 Stakeholders of Accounting 1.3 Branches of Accounting 1.4 Accounting Principles - Concepts and Conventions	15	1.Lecture 2.PPT 3.Videos 4.Practical Work
2	Accounting Process: 2.1 Types of Accounts, Golden rules of Accounting for Journalizing the Transactions 2.2 Maintaining Books of Accounts including Subsidiary Books 2.3 Preparation of Trial Balance 2.4 Preparation of financial statements for sole trading concern	15	1.Lecture 2.PPT 3.Practical Work

References:

- 1) T.S. Grewal- Double Entry Book Keeping Financial Accounting - Along with Project Work
- 2) Gupta R. L. and Radhaswamy M - Financial Accounting
- 3) Shukla M. C., Grewal T.S., Gupta S.C.- Advanced Accounts
- 4) Agarwala A.N., Agarwala K.N. - Higher Science of Accountancy
- 5) Jain & Narang - Advanced Accountancy
- 6) Maheshwari S.N. - Advanced Accountancy

Websites: 1. www.icaai.org 2. www.icsi.org 3. www.tallysolutions.com



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Name of the Programme : B.Com. I (Accounting)		Semester – I	Subject Code :	
Name of the Course (Subject): SEC-1: Office Record and Filing Skills - Paper-I			KBP-C-N23-SEC-115	
Semester End Exam (SEE) 40 Marks	Continuous Internal Assessment (CIA) 10	Total Marks 50	Credit Assigned - 02 Workload – 2 Hrs. Per Week	

w. e. f. June 2023

Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	<p>➤ Office forms and manual</p> <p>1.1. Meaning, Nature of Forms, purpose and advantages of using forms</p> <p>1.2. Forms design - Essential factor in forms design , Methods of forms design</p> <p>1.3. Meaning, importance and types of office manual</p> <p>1.4. Guidelines in preparing an effective manual and problem associated with office manual</p>	15	<i>Lecture</i> <i>Interactive</i> <i>ICT Based</i> <i>Seminar</i>
2	<p>➤ Skills for conducting meetings</p> <p>2.1. Meaning, definition and importance of meeting, essentials of valid meeting.</p> <p>2.2. Meeting notice – concept of notice, significance, content and preparation of meeting notice – specimen notice</p> <p>2.3. Meeting agenda :- Meaning, objectives, preparation and presentation of agenda</p> <p>2.4. Minute:- Meaning, Importance and content of minutes, kinds of minutes and principles of recording minutes</p>	15	<i>Thought provoking</i> <i>Methodology/</i> <i>ICT Based</i> <i>Audio/Visuals</i>