

**ACCOUNTANCY SESSSION (20-21)****MONTH: MARCH**

| <b>Content/Topic</b>   | <b>3<sup>rd</sup> Week</b>   | <b>4<sup>th</sup> &amp; 5<sup>th</sup> Week</b>   |
|--|--|---|
| <b>Unit 1:<br/>Financial<br/>Statements of<br/>Not-for-<br/>Profit<br/>Organizations</b> | Familiarization with the course and Design of the Question Paper<br><br><b>Unit1</b> <ul style="list-style-type: none"><li>• Not –for-Profit Organizations - concept</li><li>• Receipts and Payments A/c - features</li><li>• Income and Expenditure account – features, format</li><li>• Treatment of important items – legacy, donations, entrance fees, life membership fees, fund based accounting</li></ul> | <b>Unit1</b><br><br>□ Treatment of important items – subscriptions, Consumable Items, Expenses, Receipt |
| <b>Learning Objective</b>  | To enable the students to – <ul style="list-style-type: none"><li>• explain the concept of Not-For-Profit Organisations</li><li>• understand fund based accounting</li></ul>   |   |
| <b>Learning Outcome</b>  | Students would be able to –<br>□ explain features of not-for-profit organisations □<br>Prepare fund based accounts.  |   |
| <b>Activity</b>  | <ul style="list-style-type: none"><li>• Practice Assignment- Fund based Accounting, Receipt &amp; Payment A/c</li><li>• Textual illustration- Receipt &amp; Payment A/c, Fund based Accounting</li><li>• Quiz : Receipt &amp; Payment A/c and Income &amp; Expenditure Account</li></ul>   |   |
| <b>Teaching Aids /Resources</b>  | □ Smart Board Module: Receipt & Payment A/c and Income & Expenditure Account   |   |

**MONTH: APRIL**

| <b>Content/Topic</b>   | <b>1<sup>st</sup> Week</b>   | <b>2<sup>nd</sup> Week</b>  | <b>3<sup>rd</sup> Week</b>   | <b>4<sup>th</sup> Week</b>   | <b>5<sup>th</sup> Week</b>   |
|--|--|---|--|--|--|
| <p><b>Unit 1: Financial Statements of Not for-Profit Organizations</b></p> <p><b>Unit 2: Accounting for Partnership Firm</b></p> | <p><b>Unit 1</b></p> <ul style="list-style-type: none"> <li>☐ Income and Expenditure account – preparation of Income and Expenditure Account and balance sheet from the given Receipts and Payments account with additional information</li> </ul> | <p><b>Unit 2</b></p> <ul style="list-style-type: none"> <li>• Partnership: features, Partnership deed.</li> <li>• Provisions of the Indian Partnership Act 1932 in the absence of partnership deed</li> <li>☐ Preparation of Profit &amp; Loss Appropriation account, division of profit among partners</li> <li>Fixed v/s fluctuating capital accounts.</li> </ul> | <p><b>Unit 2</b></p> <ul style="list-style-type: none"> <li>☐ Guarantee of profits.</li> </ul> | <p><b>Unit 2</b></p> <ul style="list-style-type: none"> <li>☐ Past adjustments (interest on capital, interest on drawing, salary and profit sharing Ratio).</li> </ul> | <p><b>Unit 2</b></p> <ul style="list-style-type: none"> <li>☐ Past adjustments (interest on capital, interest on drawing, salary and profit sharing Ratio).</li> </ul> |
| <b>Learning Objective</b>  | <p>To enable the students to understand - ☐ The meaning and features of partnership</p> <p>☐ The special aspects of partnership accounts.</p>  |   |  |  |  |
| <b>Learning Outcome</b>  | <p>Students would be able to -</p> <ul style="list-style-type: none"> <li>• Explain the meaning and features of partnership.</li> <li>• Distribute the profits among partners as per partnership deed.</li> </ul>                                  |   |  |  |  |
| <b>Assessment/ Activity</b>  | <ul style="list-style-type: none"> <li>• Practice Assignment: Past Adjustments</li> <li>• Textual illustration: Guarantee of Profits, Preparation of Profit and Loss Appropriation Account ☐ Class test: Guarantee of Profits</li> </ul>           |   |  |  |  |
| <b>Teaching Aids /Resources</b>  | <p>☐ Smart Board: Lecture Notes- Partners’ Capital Accounts, Guarantee of profits.</p>   |   |  |  |  |

**MONTH: MAY**

| Content/Topic  | 1 <sup>st</sup> Week   | 2 <sup>nd</sup> Week   | 3 <sup>rd</sup> Week   | 4 <sup>th</sup> Week  | 5 <sup>th</sup> Week  |
|--|--|--|--|---|---|
| <p><b>Unit 2</b><br/>                     Goodwill: Nature and Valuation<br/>                     Change in the Profit Sharing Ratio Among Existing Partners<br/>                     Admission of a partner<br/>                     Project Work</p> | <p><b>Goodwill-</b><br/> <input type="checkbox"/> Goodwill: nature, factors affecting and methods of valuation - average profit, super profit and capitalization</p>   | <p>Goodwill:<br/>                     Methods of valuation - average profit, super profit and capitalization</p> | <p>• <b>Periodic Test I</b><br/> <b>Change in the Profit Sharing Ratio –</b></p> <ul style="list-style-type: none"> <li>• Sacrificing ratio, gaining ratio.</li> <li>• Accounting for revaluation of assets and re-assessment of liabilities and</li> <li>• Distribution of reserves and accumulated profits</li> </ul> <p>Preparation of Balance Sheet.</p> | <p>• <b>Periodic Test I</b><br/> <b>Admission of a partner :</b></p> <ul style="list-style-type: none"> <li>• change in the profit sharing ratio</li> <li>• Treatment of goodwill (as per AS 26)</li> <li>• Treatment for revaluation of assets and re - assessment of liabilities</li> <li>• Treatment of reserves and accumulated profits,</li> </ul> | <p><b>Admission of a partner</b></p> <ul style="list-style-type: none"> <li>• Preparation of capital</li> <li>• accounts and balance sheet after admission of a partner</li> <li>• <b>Introduction of Comprehensive Project Work</b></li> </ul> |
| <p><b>Learning Objective</b></p>   | <p>To enable the students to understand -</p> <ul style="list-style-type: none"> <li>• the effects of admission of a partner with respect to goodwill, reserves and surplus</li> <li>• understand accounting treatment of goodwill, reserves and surplus in case of retirement of a partner, valuation of goodwill</li> <li>• prepare the accounts after the admission of a partner</li> <li>• prepare accounts on change in profit sharing ratio</li> </ul> |  |  |   |   |
| <p><b>Learning Outcome</b></p>   | <p>Students would be able to - <input type="checkbox"/> Evaluate goodwill.</p> <ul style="list-style-type: none"> <li>• prepare the accounts after the admission of a partner</li> <li>• prepare accounts on change in profit sharing ratio</li> <li>• prepare the accounts after the admission of a partner</li> </ul>  |  |  |   |   |
| <p><b>Assessment/ Activity</b></p>   | <p><input type="checkbox"/> Textual illustration: Valuation of Goodwill, Journal Entries for Change in Profit Sharing Ratio, Accounting on Admission of a partner <input type="checkbox"/> Class test: Valuation of Goodwill</p>   |  |  |   |   |
| <p><b>Teaching Aids /Resources</b></p>   | <p><input type="checkbox"/> Smart Board: Goodwill on Admission of a new Partner, Accounting treatment of Goodwill</p>  |  |  |   |   |

**MONTH: JULY**

| Content/Topic   | 1 <sup>st</sup> Week  | 2 <sup>nd</sup> Week  | 3 <sup>rd</sup> Week  | 4 <sup>th</sup> Week  | 5 <sup>th</sup> Week   |
|---|---|---|---|---|--|
| <p><b>Unit 2:</b><br/>Admission of a partner</p> <p>Retirement and Death of a Partner</p> <p>Dissolution of Partnership Firms</p> | <p><b>Admission of a partner</b></p> <ul style="list-style-type: none"> <li>Adjustment of capital accounts and preparation of balance sheet</li> </ul> <p>Retirement of a partner:<br/>Effect of retirement of a partner on change in profit sharing ratio, Treatment of goodwill (as per AS 26), treatment for revaluation of assets</p>   | <ul style="list-style-type: none"> <li>Retirement:<br/>Re -assessment of liabilities, adjustment of accumulated profits and reserves, adjustment of capital</li> <li>Death of a partner:<br/>Calculation of deceased partner's share of profit till the date of death.</li> </ul> | <p>Death of a partner:<br/>Preparation of deceased partner's capital account, executor's account.</p> | <p>Dissolution of partnership firms:<br/>types of dissolution<br/>Settlement of accounts - preparation of realization account, and other related accounts</p> | <p>□ Settlement of accounts - preparation of realization account, and other related accounts</p> |
| <p><b>Learning Objective</b></p>  | <p>To enable the students to understand –</p> <ul style="list-style-type: none"> <li>the computation of the amount due to the deceased partner</li> <li>the preparation of deceased partners’ capital account</li> <li>understand accounting treatment of goodwill, reserves and surplus in case of retirement of a partner □ settle books of accounts after dissolution</li> </ul> |   |   |   |  |
| <p><b>Learning Outcome</b></p>  | <p>Students would be able to</p> <ul style="list-style-type: none"> <li>prepare of accounts on retirement of a partner</li> <li>settle books of accounts after dissolution</li> </ul>   |   |   |   |  |
| <p><b>Assessment/ Activity</b></p>  | <ul style="list-style-type: none"> <li>Textual illustrations: Death of a partner, Dissolution of partnership firms</li> <li>Class test: Dissolution of partnership firms</li> </ul>   |   |   |   |  |
| <p><b>Teaching Aids /Resources</b></p>  | <p>□ Smart Board Modules: Goodwill on Retirement, Death of a Partner- Accounting Treatment, Accounting Treatment on Dissolution of A Firm</p>   |   |   |   |  |

**MONTH: AUGUST**

| Content/Topic  | 1 <sup>st</sup> Week   | 2 <sup>nd</sup> Week   | 3 <sup>rd</sup> Week   | 4 <sup>th</sup> Week   | 5 <sup>th</sup> Week  |
|--|--|--|--|--|---|
| <p><b>Unit 3:</b><br/>Accounting for Share Capital<br/><br/>Accounting for Issue and</p> | <p>Holiday</p>   | <ul style="list-style-type: none"> <li>• Periodic test II</li> </ul> <p><b>Accounting for Share Capital:</b></p> <ul style="list-style-type: none"> <li>• Share and share capital: concept and kinds of share capital</li> <li>• Private placement and ESOP</li> </ul> <p><b>Accounting for Share Capital</b></p> <ul style="list-style-type: none"> <li>• Accounting for over subscription and under subscription of shares;               <ul style="list-style-type: none"> <li>- Issue at par</li> <li>- Issue at premium</li> </ul> </li> <li>□ -Calls in advance and arrears (excluding interest)</li> </ul> | <p>Periodic test II</p> <p><b>Accounting for Share Capital</b></p> <ul style="list-style-type: none"> <li>• Issue of shares for Consideration other than cash.</li> <li>• Accounting treatment of Forfeiture and Reissue of shares.</li> </ul> | <p><b>Accounting for Share Capital</b></p> <ul style="list-style-type: none"> <li>□ Accounting treatment of Forfeiture and Reissue of shares.</li> </ul> | <p><b>Accounting for Share Capital</b></p> <ul style="list-style-type: none"> <li>• Disclosure of share capital in company's Balance Sheet</li> </ul> <p><b>Accounting for Debentures</b></p> <ul style="list-style-type: none"> <li>• Issue of debentures at par, at premium and at discount.</li> </ul> |
| <p><b>Learning Objective</b></p>   | <p>To enable the students to understand -</p> <ul style="list-style-type: none"> <li>• the accounting treatment of issue of shares at par and premium</li> <li>• the accounting treatment of forfeiture and reissue of shares</li> <li>• disclosure of share capital in company's Balance Sheet</li> <li>• the accounting entries for issue of debentures</li> </ul> |  |  |  |   |
| <p><b>Learning Outcome</b></p>   | <p>Students would be able to -</p> <ul style="list-style-type: none"> <li>• pass Journal entries for issue of shares at par and premium</li> <li>• pass Journal entries for forfeiture and reissue of shares</li> <li>• disclose share capital in company's Balance Sheet</li> <li>• pass journal entries for issue of debentures</li> </ul>                         |  |  |  |   |
| <p><b>Assessment/ Activity</b></p>   | <ul style="list-style-type: none"> <li>• Textual illustrations: Accounting for over subscription and under subscription of shares.</li> <li>• Class test: Issue of Shares</li> <li>• Quiz: Issue of shares for Consideration other than cash</li> </ul>  |  |  |  |   |
| <p><b>Teaching Aids /Resources</b></p>   | <ul style="list-style-type: none"> <li>□ Smart Board Module: Issue of Shares For Cash</li> </ul>   |  |  |  |   |

**MONTH: SEPTEMBER**

| Content/Topic   | 1 <sup>st</sup> Week  | 2 <sup>nd</sup> Week  | 3 <sup>rd</sup> Week   | 4 <sup>th</sup> Week   | 5 <sup>th</sup> Week   |
|---|---|---|--|--|--|
| <p>Issue and Redemption of Debentures</p> <p><b>Financial Statements of A Company</b></p> <p><b>Tools for Financial Statement Analysis:</b></p> | <p><b>Accounting for Debentures</b></p> <ul style="list-style-type: none"> <li>• Issue of debentures for consideration other than cash;</li> <li>• Issue of debentures with terms of redemption;</li> <li>• debentures as collateral security,</li> <li>• interest on debentures</li> </ul>   | <p><b>Redemption of Debentures:</b></p> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Lump sum</li> </ul> | <p><b>Redemption of Debentures:</b></p> <ul style="list-style-type: none"> <li>• Draw of lots</li> </ul> <p><b>Financial Statements of A Company</b></p> <ul style="list-style-type: none"> <li>• Statement of Profit and Loss and Balance Sheet in the prescribed form with major headings and sub headings (as per Schedule III to the Companies Act, 2013)</li> <li>• <b>Financial Statement Analysis:</b> Objectives and limitations.</li> </ul> | <p><b>Tools for Financial Statement Analysis:</b></p> <p>Preparation of Comparative statements and Preparation of common size statements</p> | <p><b>Accounting Ratios:</b></p> <p>Meaning, Objectives, Classification.</p> <ul style="list-style-type: none"> <li>• Liquidity Ratios: Current Ratio and Liquid Ratio.</li> </ul> |
| <p><b>Learning Objective</b></p>  | <p>To enable the students to understand-</p> <ul style="list-style-type: none"> <li>• The concept of Redemption of Debentures</li> <li>• the accounting entries for redemption of debentures under different methods</li> <li>• The proforma to prepare statement of profit and loss of a company</li> <li>• The proforma to prepare Balance Sheet of a company</li> </ul> <p>to prepare Comparative statements, common size statements</p> |   |  |  |  |
| <p><b>Learning Outcome</b></p>  | <p>Students would be able to -</p> <ul style="list-style-type: none"> <li>• Understand the concept of Redemption of Debentures</li> <li>• Pass journal entries for redemption of debentures under different methods</li> <li>• prepare statement of profit and loss and balance sheet of a company</li> </ul>   |   |  |  |  |
| <p><b>Assessment/ Activity</b></p>  | <ul style="list-style-type: none"> <li>• Textual illustrations: Redemption of Debentures- Lump sum and Draw of Lots, Issue of debentures for consideration other than cash</li> </ul> <p>Class test: Redemption of Debentures- Lump sum</p>   |   |  |  |  |
| <p><b>Teaching Aids /Resources</b></p>  | <p>☐ Smart Board Module: Issue of debentures as collateral security, Methods of Redemption of Debentures- Payment in Lump Sum</p>   |   |  |  |  |

**MONTH: OCTOBER**

| Content/Topic               | 1 <sup>st</sup> Week   | 2 <sup>nd</sup> Week                  | 3 <sup>rd</sup> Week | 4 <sup>th</sup> & 5 <sup>th</sup> Week |
|-----------------------------|--|---------------------------------------|----------------------|--|
| Revision                    | REVISION   | <input type="checkbox"/> Pre-Board -I | Pre-Board -I         | Pre-Board -I<br>Project Work           |
| Learning Objective          | <input type="checkbox"/> Clearing their doubts.                              |                                       |                      |  |
| Learning Outcome            | <input type="checkbox"/> Students would be thorough with the revised topics. |                                       |                      |  |
| Assessment                  | Pre-Board -I   |                                       |                      |  |
| Teaching Aids<br>/Resources | -----  |                                       |                      |  |

**MONTH: NOVEMBER**

| Content/Topic   | 1 <sup>st</sup> Week  | 2 <sup>nd</sup> Week                              | 3 <sup>rd</sup> Week  | 4 <sup>th</sup> Week   | 5 <sup>th</sup> Week  |
|---|---|---|---|--|---|
| <b>Unit 3:</b><br>Accounting Ratios<br><b>Unit 4:</b><br>Cash Flow Statement Tools for Financial Statement Analysis | <b>Accounting Ratios:</b> <ul style="list-style-type: none"> <li>Solvency Ratios: Debt to Equity Ratio, Total Asset to Debt Ratio, Proprietary Ratio and Interest Coverage Ratio</li> <li>Activity Ratios: Stock Turnover Ratio, Debtors Turnover Ratio, Creditors Turnover Ratio and Working Capital Turnover Ratio</li> </ul> | <b>Accounting Ratios:</b><br>Profitability Ratios | <b>Cash Flow Statement-</b> Meaning and objectives<br><b>Cash Flow Statement-</b> Preparation of CFS as per AS 3 (Revised) (Indirect Method only) | <b>Cash Flow Statement</b><br><br>Practical questions with adjustments | <b>Cash Flow Statement-</b> practical questions with adjustments<br><b>Revision</b> |
| <b>Learning Objective</b>   | To enable the students to understand –<br><input type="checkbox"/> The calculation of various ratios. <input type="checkbox"/> The types of activities in Cash Flow Statement   |   |   |  |   |
| <b>Learning Outcome</b>   | Students would be able to –<br><input type="checkbox"/> Prepare Cash Flow Statement as per AS 3(Revised) <input type="checkbox"/> Analyse financial statements of a company <input type="checkbox"/> Compute ratios.  |   |   |  |   |
| <b>Activity/ Assessment</b>   | <ul style="list-style-type: none"> <li>Practice Assignment- Cash Flow Statement <input type="checkbox"/> Textual illustrations: Cash Flow Statement</li> <li>Class test: Cash Flow Statement</li> </ul>   |   |   |  |   |
| <b>Teaching Aids /Resources</b>   | <input type="checkbox"/> Smart Board Module: Cash Flow From Operating Activity, Cash Flow From Investing and Financing Activity   |   |   |  |   |

**MONTH: DECEMBER**

| <b>Content/Topic</b>                           | <b>1<sup>st</sup> Week</b>                           | <b>2<sup>nd</sup> Week</b> | <b>3<sup>rd</sup> Week</b> | <b>4<sup>th</sup> &amp; 5<sup>th</sup> Week</b> |
|--|--|----------------------------|----------------------------|---|
| <b>Unit 3:<br/>Revision &amp; Project Work</b> | ☐Revision<br><b>Pre-Board -II</b>                    | <b>Pre-Board -II</b>       | <b>Pre-Board -II</b>       | <b>Pre-Board –II<br/>Project Work</b>           |
| <b>Learning Objective</b>                      | ☐Clearing doubts                                     |                            |                            |   |
| <b>Learning Outcome</b>                        | ☐Students would be thorough with the revised topics. |                            |                            |   |
| <b>Activity</b>                                | Sample Papers Discussion                             |                            |                            |   |
| <b>Teaching Aids /Resources</b>                | Sample papers  |                            |                            |   |

**MONTH: JANUARY**

| <b>Content/Topic</b> | <b>1<sup>st</sup> Week</b> | <b>2<sup>nd</sup> Week</b> | <b>3<sup>rd</sup> Week</b> | <b>4<sup>th</sup> Week</b> | <b>5<sup>th</sup> Week</b>                     |
|----------------------|----------------------------|----------------------------|----------------------------|----------------------------|--|
|                      | Revision                   | Revision                   | Revision                   | Revision                   | Revision of sample<br>Papers and practice test |

**MONTH: FEBRUARY**

| <b>Content/Topic</b>            | <b>1st Week</b>  | <b>2nd Week</b>  | <b>3rd Week</b>  | <b>4<sup>th</sup> Week</b> |
|---------------------------------|--|--|--|----------------------------|
| <b>Revision</b>                 | ➤ Revision of sample<br>Papers and practice test             | ➤ Practice tests and clearing the<br>doubts & queries. | ➤ Practice tests and clearing<br>the doubts & queries. |                            |
| <b>Learning Objectives</b>      | ➤ <b>Clearing doubts.</b>                                    |  |  |                            |
| <b>Learning Outcomes</b>        | ➤ <b>Students would be thorough with the revised topics.</b> |  |  |                            |
| <b>Assessment</b>               | <b>Common Pre-Board</b>                                      |  |  |                            |
| <b>Teaching Aids /Resources</b> | ➤ Sample papers.   |  |  |                            |