

MAHARSHI DAYANAND UNIVERSITY ROHTAK

DEPARTMENT OF COMMERCE

Syllabus of entrance examination for admission to Bachelor of Commerce 4-Year
for the session: 2026-27

MAXIMUM MARKS = 100

ACCOUNTANCY 10+1: (15 Marks)

Introduction to Accounting: Accounting- concept, objectives, advantages and limitations, types of accounting information; users of accounting information and their needs. Qualitative Characteristics of Accounting Information. Role of Accounting in Business. Basic Accounting Terms- Business Transaction, Capital, Drawings, Liabilities (Non Current and Current), Assets (Non Current, Current); Fixed assets (Tangible and Intangible), Expenditure (Capital and Revenue), Expense, Income, Profit, Gain, Loss, Purchase, Sales, Goods, Stock, Debtor, Creditor, Voucher, Discount (Trade discount and Cash Discount).

(No. of questions =2)

Theory Base of Accounting: Fundamental accounting assumptions: GAAP: Concept Business Entity, Money Measurement, Going Concern, Accounting Period, Cost Concept, Dual Aspect, Revenue Recognition, Matching, Full Disclosure, Consistency, Conservatism, Materiality and Objectivity. Basis of Accounting: cash basis and accrual basis; Accounting Standards: Applicability in Indian AS Goods and Services Tax (GST): Characteristics and Objective.

(No. of questions =2)

Accounting Process: Recording of Business Transactions Voucher and Transactions: Source documents and Vouchers, Preparation of Vouchers, Accounting Equation Approach: Meaning and Analysis, Rules of Debit and Credit. Recording of Transactions: Books of Original Entry- Journal Special Purpose books Cash Book: Simple, cash book with bank column and petty cash book Purchases book Sales book Purchases return book Sales return book Note: Including trade discount, freight and cartage expenses for simple GST calculation. Ledger: Format, Posting from journal and subsidiary books, Balancing of accounts Bank Reconciliation Statement: Need and preparation, Bank Reconciliation Statement with Adjusted Cash Book.

(No. of questions =3)

Depreciation, Provisions and Reserves: Depreciation: Concept, Features, Causes, factors Other similar terms: Depletion and Amortisation Methods of Depreciation: i. Straight Line Method (SLM) ii. Written Down Value Method (WDV). Difference between SLM and WDV; Advantages of SLM and WDV, Accounting treatment of depreciation i. Charging to asset account ii. Creating provision for depreciation/accumulated depreciation account iii. Treatment for disposal of asset. Provisions and Reserves: Difference Types of Reserves: i. Revenue reserve ii. Capital reserve iii. General reserve iv. Specific reserve. Secret Reserve difference between capital and revenue reserve Accounting for Bills of Exchange Bill of exchange and Promissory Note: Definition, Specimen, Features, Parties. Difference between Bill of Exchange and Promissory Note Terms in Bill of Exchange: i. Term of Bill ii. Accommodation bill (concept). iii. Days of Grace iv. Date of maturity v. Discounting of bill vi. Endorsement of bill vii. Bill after due date viii. Negotiation ix. Bill sent for collection x. Dishonour of bill xi. Retirement of bill xii. Renewal of bill, Accounting Treatment. Note: Excluding accounting treatment for accommodation bill.

(No. of questions =2)

Trial balance and Rectification of Errors: Trial balance: objectives and preparation (Scope: Trial balance with balance method only) Errors: types-errors of omission, commission, principles, and compensating; their effect on Trial Balance. Detection and rectification of errors; preparation of suspense account. **Financial Statements of Sole Proprietorship:** Financial Statements Meaning, objectives and importance; Revenue and Capital Receipts; Revenue and Capital Expenditure; Deferred Revenue expenditure. Trading and Profit and Loss Account: Gross Profit, Operating profit and Net profit. Preparation. Balance Sheet: need, grouping and marshalling of assets and liabilities. Preparation. Adjustments in preparation of financial statements with respect to closing stock, outstanding expenses, prepaid expenses, accrued income, income received in advance, depreciation, bad debts, provision for doubtful debts, provision for discount on debtors, Abnormal loss, Goods taken for personal use/staff welfare, interest on capital and managers commission. Preparation of Trading, Profit and Loss account and Balance Sheet of a sole proprietorship with adjustments. **Incomplete Records:** Features, reasons and limitations. Ascertainment of Profit/Loss by Statement of Affairs method. Difference between accounts from incomplete records and Statement of Affairs. Preparation of Trading, Profit and Loss account and Balance Sheet.

(No. of questions =4)

Computers in Accounting: Introduction to computer and accounting information system { AIS}: Introduction to computers (elements, capabilities, limitations of computer system) Introduction to

operating software, utility software and application software. Introduction to accounting information system (AIS) as a part of Management Information System. Automation of accounting process: meaning Stages in automation: (a) Accounting process in a computerised environment; comparison between manual accounting process and computerised accounting process, (b) Sourcing of accounting software; kinds of software: readymade software; customised software and tailor-made software; generic considerations before sourcing accounting software (c) creation of account groups and hierarchy (d) generation of reports - trial balance, profit and loss account and balance sheet.

(No. of questions =2)

BUSINESS STUDIES 10+1: (15 Marks)

Evolution and Fundamentals of Business: History of Trade and Commerce in India: Indigenous Banking System, Rise of Intermediaries, Transport, Trading Communities: Merchant Corporations, Major Trade Centres, Major Imports and Exports, Position of Indian Sub-Continent in the World Economy. Business – meaning and characteristics. Business, profession and employment, Concept. Objectives of business Classification of business activities- Industry and Commerce. Industry-types: primary, secondary, tertiary Meaning and subgroups. Commerce-trade: (types-internal, external; wholesale and retail) and auxiliaries to trade. (banking, insurance, transportation, warehousing, communication, and advertising) – meaning. Business risk-Concept.

(No. of questions =3)

Forms of Business organizations: Sole Proprietorship-Concept, merits and limitations. Partnership - Concept, types, merits and limitation of partnership, registration of a partnership firm, partnership deed. Types of partners Partnership vs. Limited Liability Partnership (LLP). Hindu Undivided Family Business: Concept. Cooperative Societies-Concept, merits, and limitations. Company - Concept, merits and limitations; Types: Private, Public and One Person Company – Concept Private Company vs. Limited Liability Partnership (LLP). Formation of company - stages, important documents to be used in formation of a company. Choice of form of business organization.

(No. of questions =3)

Public, Private and Global Enterprises: Public sector and private sector enterprises – Concept, Forms of public sector enterprises: Departmental Undertakings, Statutory Corporations and

Government Company. Global Enterprises – Feature, Joint ventures, Public private partnership – concept. Business Services: Business services – meaning and types. Banking: Types of bank accounts - savings, current, recurring, fixed deposit and multiple option deposit account, Banking services with particular reference to Bank Draft, Bank Overdraft, Cash credit. E-Banking meaning, Types of digital payments, Insurance – Principles. Types - life, health, fire and marine insurance – concept, Postal Service - Mail, Registered Post, Parcel, Speed Post, Courier – meaning. Emerging Modes of Business; E- Business: concept, scope and benefits, Business Process Outsourcing (BPO); Concept, need and scope

(No. of questions =3)

Social Responsibility and Business Finance: Social Responsibility of Business and Business Ethics: Concept of social responsibility, Case for social responsibility, Responsibility towards owners, investors, consumers, employees, government and community. Role of business in environment protection, Business Ethics - Concept and Elements. Sources of Business Finance: Concept of business finance: Owners’ funds - equity shares, preference share, retained earnings, Global Depository receipt (GDR), American Depository Receipt (ADR) and International Depository Receipt (IDR) – concept, Borrowed funds: debentures and bonds, loan from financial institution and commercial banks, public deposits, trade credit, Inter Corporate Deposits (ICD).

(No. of questions =2)

Small Business and Enterprises: Entrepreneurship Development (ED): Concept, Characteristics and Need. Process of Entrepreneurship Development: Start-up India Scheme, ways to fund start-up. Intellectual Property Rights and Entrepreneurship, Small scale enterprise as defined by MSMED Act 2006 (Micro, Small and Medium Enterprise Development Act), Role of small business in India with special reference to rural areas, Government schemes and agencies for small scale industries: National Small Industries Corporation (NSIC) and District Industrial Centre (DIC) with special reference to rural, backward areas.

(No. of questions =2)

Internal Trade and International Trade: Internal trade - meaning and types services rendered by a wholesaler and a retailer, Types of retail-trade-Itinerant and small scale fixed shops retailers, Large scale retailers-Departmental stores, chain stores – concept, GST (Goods and Services Tax): Concept and key-features International Trade: International trade: concept and benefits, Export

trade – Meaning and procedure, Import Trade - Meaning and procedure. Documents involved in International Trade; Indent, Letter of Credit, Shipping order, Shipping Bills, Mates Receipts (DA/DP), World Trade Organization (WTO) meaning and objectives.

(No. of questions =2)

ACCOUNTANCY 10+2: (35 Marks)

Financial Statements of Not-for-Profit Organizations: Not-for-profit organizations: concept. Receipts and Payments Account: features and preparation. Income and Expenditure Account: features, preparation of income and expenditure account and balance sheet from the given receipts and payments account with additional information. Scope: (i) Adjustments in a question should not exceed 3 or 4 in number and restricted to subscriptions, consumption of consumables and sale of assets/ old material. (ii) Entrance/admission fees and general donations are to be treated as revenue receipts. (iii) Trading Account of incidental activities is not to be prepared.

(No. of questions =3)

Accounting for Partnership Firms: Partnership: features, Partnership Deed. Provisions of the Indian Partnership Act 1932 in the absence of partnership deed. Fixed v/s fluctuating capital accounts. Preparation of Profit and Loss Appropriation account: division of profit among partners, guarantee of profits. Past adjustments (relating to interest on capital, interest on drawing, salary and profit sharing ratio). Goodwill: nature, factors affecting and methods of valuation - average profit, super profit and capitalization.

Note: Interest on partner's loan is to be treated as a charge against profits. Goodwill to be adjusted through partners capital/ current account. Note: Raising and writing off goodwill is excluded.

Accounting for Partnership firms - Reconstitution and Dissolution. Change in the Profit Sharing Ratio among the existing partners - sacrificing ratio, gaining ratio, accounting for revaluation of assets and reassessment of liabilities and treatment of reserves and accumulated profits. Preparation of revaluation account and balance sheet. Admission of a partner - effect of admission of a partner on change in the profit sharing ratio, treatment of goodwill, treatment for revaluation of assets and re- assessment of liabilities, treatment of reserves and accumulated profits, adjustment of capital accounts and preparation of balance sheet. Retirement and death of a partner: effect of retirement / death of a partner on change in profit sharing ratio, treatment of goodwill, treatment for revaluation of assets and reassessment of liabilities, adjustment of accumulated profits and reserves, adjustment

of capital accounts and preparation of balance sheet. Preparation of loan account of the retiring partner. Calculation of deceased partner's share of profit till the date of death. Preparation of deceased partner's capital account and his executor's account. Dissolution of a partnership firm: meaning of dissolution of partnership and partnership firm, types of dissolution of a firm. Settlement of accounts - preparation of realization account, and other related accounts: capital accounts of partners and cash/bank a/c (excluding piecemeal distribution, sale to a company and insolvency of partner(s)). Note: (i) If realized value of an asset is not given, it is to be presumed that it has not realised any amount. (ii) If a partner has borne and/ or paid the realisation expenses, it should be stated.

(No. of questions =12)

Accounting for Companies: Accounting for Share Capital Share and share capital: nature and types. Accounting for share capital: issue and allotment of equity and preference shares. Public subscription of shares - over subscription and under subscription of shares; issue at par and at premium, calls in advance and arrears (excluding interest), issue of shares for consideration other than cash. Concept of Private Placement and Employee Stock Option Plan (ESOP). Accounting treatment of forfeiture and reissue of shares. **Accounting for Debentures:** Issue of debentures at par, at a premium and at a discount. Issue of debentures for consideration other than cash; Issue of debentures with terms of redemption; debentures as collateral security concept, interest on debentures. Writing off discount / loss on issue of debentures. Note: Discount or loss on issue of debenture to be written off in the year debenture are allotted from security premium reserve/capital reserve/statement of Profit and loss as Financial cost(AS 16) in that order. Redemption of debentures-Methods: Lump sum, draw of lots. Creation of Debenture Redemption Reserve. Investment in Debenture Redemption Investment Note: Related sections of the Companies Act, 2013 will apply. Concept of Tax Deducted at Source (TDS) is excluded.

(No. of questions =12)

Analysis of Financial Statements: Financial statements of a Company: Statement of Profit and Loss and Balance Sheet in prescribed form with major headings and sub headings (as per Schedule III to the Companies Act, 2013) Note: Exceptional items, extraordinary items and profit (loss) from discontinued operations are excluded. Financial Statement Analysis: Objectives, importance and limitations. Tools for Financial Statement Analysis: Comparative statements, common size statements, cash flow analysis, ratio analysis. Accounting Ratios: Meaning, Objectives, classification and computation. Liquidity Ratios: Current ratio and Quick ratio. Solvency Ratios:

Debt to Equity Ratio, Total Asset to Debt Ratio, Proprietary Ratio and Interest Coverage Ratio. Activity Ratios: Inventory Turnover Ratio, Trade Receivables Turnover Ratio, Trade Payables Turnover Ratio and Working Capital Turnover Ratio. Profitability Ratios: Gross Profit Ratio, Operating Ratio, Operating Profit Ratio, Net Profit Ratio and Return on Investment.

(No. of questions =05)

Cash Flow Statement: Meaning, objectives and preparation (as per AS 3 (Revised) (Indirect Method only) Note: (i) Adjustments relating to depreciation and amortization, profit or loss on sale of assets including investments, dividend (both final and interim) and tax. (ii) Bank overdraft and cash credit to be treated as short term borrowings. (iii) Current Investments to be taken as Marketable securities unless otherwise specified.

(No. of questions =03)

BUSINESS STUDIES 10+2: (35 Marks)

Nature and Significance of Management: Management - concept, objectives, and importance, Management as Science, Art and Profession, Levels of Management, Management functions- planning, organizing, staffing, directing and controlling. Coordination- concept and importance. Principles of Management: Principles of Management- concept and significance, Fayol's principles of management, Taylor's scientific management- principles and techniques.

(No. of questions =5)

Business Environment: Business Environment- concept and importance, Dimensions of Business Environment Economic, Social, Technological, Political and Legal Demonetization - concept and features, Impact of Government policy changes on business with special reference to liberalization, privatization and globalization in India.

(No. of questions =4)

Planning: Concept, importance and limitations, Planning process, Single use and standing plans. Objectives, Strategy, Policy, Procedure, Method, Rule, Budget and Programme.

(No. of questions =3)

Organising: Concept and importance, Organising Process, Structure of organization - functional

and divisional concept, Formal and informal organization concept, Delegation: concept, elements and importance, Decentralization: concept and importance.

(No. of questions =3)

Staffing: Concept and importance of staffing, Staffing as a part of Human Resource Management – concept, Staffing process, Recruitment process, Selection – process, Training and Development - Concept and importance, Methods of training - on the job and off the job - vestibule training, apprenticeship training and internship training.

(No. of questions =3)

Directing: Concept and importance, Elements of Directing, Motivation - concept, Maslow's hierarchy of needs, Financial and non-financial incentives, Leadership - concept, styles - authoritative, democratic and laissez faire.

(No. of questions =3)

Communication and Controlling: Communication - concept, formal and informal communication; barriers to effective communication, how to overcome the barriers. Controlling: Controlling - Concept and importance, Relationship between planning and controlling, Steps in process of controlling.

(No. of questions =2)

Financial Management: Concept, role and objectives of Financial Management, Financial decisions: investment, financing and dividend- Meaning and factors affecting them, Financial Planning - concept and importance, Capital Structure – concept and factors affecting capital structure, Fixed and Working Capital - concept and factors affecting their requirements.

(No. of questions =4)

Financial Markets: Financial Markets: Concept, Functions and Types, Money market and its instruments, Capital market and its types (primary and secondary), methods of floatation in the primary market, Stock Exchange - Functions and trading procedure, Securities and Exchange Board of India (SEBI) - objectives and functions.

(No. of questions =4)

Marketing: Marketing – Concept, functions and philosophies, Marketing Mix – Concept and elements, Product - branding, labelling and packaging – Concept, Price - Concept, Factors determining price, Physical Distribution – concept, components and channels of distribution, Promotion – Concept and elements; Advertising, Personal Selling, Sales Promotion and Public Relations. Consumer Protection: Concept and importance of consumer protection, The Consumer Protection Act, 2019: Consumer awareness - Role of consumer organizations and Non-Governmental Organizations (NGOs).

(No. of questions =4)