

SEMESTER-V

CORE-13 COST ACCOUNTING

Instructional Hrs-90	Credit-3
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OBJECTIVES-

To familiarise the students with cost concepts

To make the students learn the fundamentals of cost accounting as a separate system of accounting.

MODULE-1 Introduction to cost accounting-Meaning, definition-Cost concepts-Costing Cost accounting-Cost accountancy-Cost unit-Cost centre-responsibility centres- Profit centre-Cost control-Cost reduction-Objectives of cost accounting-Distinction between cost accounting and financial accounting-Methods and techniques of cost accounting- Advantages and disadvantages of cost accounting.

(15hrs)

MODULE-2 Accounting and control of material cost-material purchase procedure-Material stock level-EOQ-ABC, VED and FSN analysis-JIT-Perpetual and periodic inventory system, Continuous stock taking-Material losses-Wastage-scrap-Spoilage-Defectives-Pricing-LIFO-FIFO-Simple average-Weighted average

(20hrs)

MODULE-3 Accounting and control of labour cost-Time keeping and time booking-Systems of wage payment-Time rate system-piece rate system-Differential piece rate system-Incentive plan-Halsey plan- Rowan plan-Idle time-overtime and their accounting treatment-Labour turnover-Methods of calculating labour turnover.

(20hrs)

MODULE-4 Accounting for over head-Classification of over head-Primary and secondary distribution-Absorption of overhead-Percentage method-Unit rate method-machine hour method-Labour hour rate method-Simultaneous equation method-Over absorption and under absorption.

(15hrs)

MODULE-5 Preparation of cost sheet-Tender and quotation-Preparation of reconciliation

(20hrs)

SUGGESTED READINGS

Advanced cost accounting-SP.Jain and K.L Narang
Advanced cost accounting, N.K.Prasad
Advanced cost accounting, S.N Maheswary
Theory and practice of cost accounting, M.L.Agarwal.
Cost Accounting, M.C.Sukla and T.S.Grewal.
Ahmmad Naseem, Introduction to Cost Accounting.
Cost Accounting Nirmal Gupta.,

COMPLEMENTARY COURSE -1 ADVERTISING AND SALES PROMOTION

Instructional Hrs-90	Credit-4
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OBJECTIVE- *To make the students aware of the strategy, concept and methods of advertising and sales promotion.*

MODULE-1 Advertising-Meaning-Scope-Objectives-Merits and demerits-Process-developing an advertising programme.

(20hrs)

MODULE-2 Advertisement appeal- Copy writing-Copy testing-Advertising media-Media planning and strategy-Types of media-Media planning and strategy-Media selection- Advertisement agency-Selection of agency-Planning advertising campaign- Advertising research-Measuring the effectiveness of advertising-Methods.

(20hrs)

MODULE-3 Social, economical and legal aspects of advertisement.

(10hrs)

MODULE-4 Sales promotion-Definition-Scope-Methods-Sales promotion mix-Developing sales promotion campaign-Sales promotion budget and its preparation-Effects of sales promotion on brand equity.

(20hrs)

MODULE-5 Personal selling-Nature and importance-Purpose-Process-Types of sales persons-Sales force management-Establishing sales objectives-Recruitment and training of sales force-Evaluating sales force.

(20hrs)

SUGGESTED READINGS

Advertising in the Indian Context, S.A Chunnawala.
Advertising, Marketing, and Sales management, Devandra Thakku.
Advertising Management, Rajeev Batra..
Advertising, Sales and Promotion Management, S.A. Chunnawala.
Sales Promotion and Advertising Management, A.N.Mishra.
Marketing, Sales and Customer Service, Jones.

CORE-14 SPECIAL ACCOUNTING

Instructional Hrs-108	Credit-4
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OBJECTIVE- *The purpose of the paper is to acquaint the students with advanced accounting principles and procedures.*

MODULE-1 Accounts of banking companies-Meaning of banking companies-Important provisions of banking companies Act, 1949-preparation of final accounts of banking companies-Profit and loss account, Balance sheet, transactions of special type- Asset classification and provisions-Non Performing Assets.

(30hrs)

MODULE-2 Accounts of Insurance Companies-Insurance companies-special terms-Final accounts-Accounts of life insurance-revenue account, Profit and loss account and balance sheet (As per IRDA regulation Act-2002)-Determination of profit in life insurance business-valuation balance sheet-Accounts of general insurance companies-(Fire and Marine only)-Revenue account-Profit and loss account and Balance sheet (As per IRDA Regulation Act)

(30hrs)

MODULE-3 Investment account-cum-interest-Ex-interest-Cum dividend-Ex dividend-treatment of bonus share-Right shares-Preparation of investment account-(As per AS-13)

(15 hrs)

MODULE-4 Insurance claims-Types of claims-loss of stock policy-Ascertainment of the value of stock on the date of fire-Ascertainment of actual amount of claim to be lodged-Average clause-Loss of profit policy-Procedure to ascertain amount of claim.

(18hrs)

MODULE-5 Dissolution of partnership firms-preparation of realization account, capital account and cash account. Preparation of the statement showing the distribution of cash (Piecemeal Distribution)

(15hrs)

SUGGESTED READINGS

Jain.S.P and Narang.K.L : Advanced Accountancy

Maheswari.S.N and Maheswari S.K: Advanced Accounting

Paul.K.R: Corporate Accounting

Dr. S.M.Shukla and Dr.S.P.Gupta :Advanced Accounting

Mc Shukla and T.S.Grewal:Advanced Accounts

Rawat.D.S :Accounting

Nirmal Gupta and Chhavi Sharma :Corporate Accounting Theory and Practice

CORE (OPTIONAL) – 3 COMPUTERISED ACCOUNTING

(60% Theory and 40% Practical)

Instructional Hours – 90 Credit - 3

Objective:

- To equip the students to meet the demands of the industry by mastering them with industry sought after computerised accounting packages.*
- To expose the students to computer applications in the field of accounting.*
- To develop practical skills in the application of Tally accounting package.*

MODULE – 1 Introduction to computerised accounting: Computerised accounting Vs. Manual accounting- merits of computerised accounting – Tally 9 - Features of Tally – Screen components-Creation of Company- selecting a company – altering/ modifying company creation details – Deleting a company – F 11 Features – F 12 Configuration.
(Theory2hrs.Practical2hrs)

MODULE - 2 Accounts and Vouchers –

account groups – pre-defined groups – creating single & multiple groups – creation of primary account groups – creating ledger accounts in single & multiple – displaying, altering and deleting account groups and ledgers – Accounting vouchers- entering transactions in accounting vouchers – bill wise details - altering and deleting a voucher entry – creating new

voucher types – modifying an existing voucher – duplicating a voucher – optional vouchers – post-dated vouchers – reverse journal – bank reconciliation statement - creating budget - generating reports - configuring reports- balance sheet – profit and loss account – trial balance – day books – account books – statement of accounts – ratio analysis - cash flow - fund flow – list of accounts – exception reports.

(Theory 8 hrs. Practical 12 hrs.)

MODULE - 3 Accounts with inventory – enabling F 11 and F 12 - stock category – stock group – single/multiple creation of stock category and stock group – creation of units of measurement – creating single/multiple stock items – creating godowns - displaying, altering and deleting stock groups, units, items and godowns – cost categories- cost centres – creating cost categories and cost centres - displaying, altering and deleting cost categories and cost centres – purchase / sales orders - Inventory vouchers - using inventory vouchers – using accounting vouchers with inventory details (invoice mode) - Tally Security - Tally vault – Tally audit – advanced security control – back-up and restore – inventory reports - stock summary - inventory books – statement of inventory.

(Theory 8 hrs. Practical 15 hrs.)

MODULE - 4 Accounting with Tax – F 11 & F 12 settings for taxation – TDS - ledgers related to TDS – creating TDS voucher types - TDS reports – TCS – service tax - VAT – VAT terminologies – computing VAT – ledgers and vouchers pertaining to VAT – VAT reports – VAT forms – interstate trade and CST.

(Theory 5 hrs. Practical 15 hrs.)

MODULE - 5 Payroll: Enabling payroll – creating pay heads – single/multiple creation of employee groups - single/multiple creation of employee head – salary details – configuration 58

of salary details – creating units of work – managing and creating attendance / production types – F 12 payroll configuration – payroll vouchers – creating payroll voucher types - displaying, altering and deleting payroll documents – payroll reports (full) – configuring all payroll reports – statutory deductions – PF – employers contribution to PF – PF ledger heads – PF related heads in pay structure –gratuity calculation, creation and accounting - generating a sample pay slip – employee loan & salary advance management.

(Theory 8 hrs. Practical 15 hrs.)

Practical Training:

Prepare final accounts of a Company in Tally with Inventory

SUGGESTED READINGS

- Tally for Every one - Roopa, Atc Publishing Chennai.
- Implementing Tally 9 A Comprehensive Guide to Tally 9 A.K. Nadhani & K.K. Nadhani - BPB Publications
- Tally Manual Tally Academy