

DIPLOMA IN ACCOUNTING AND TAXATION

AC 11/03/2016
Item No. 4.2 (C)

SYLLABUS AND QUESTION

PAPER PATTERN

AT

DIPLOMA COURSE

OF

DIPLOMA IN ACCOUNTING & TAXATION

Approved by UGC to Birla College with Effect
from the Academic Year 2015-2016.

(Under NOS and CBSGS)

DIPLOMA IN ACCOUNTING AND TAXATION

Syllabus and question paper pattern of Diploma Course (3 months)

SKILL COMPONENTS

- Accountancy and Financial Management-2
- Direct Tax - 2
- Cost Accounting - 2

GENERAL COMPONENTS

- Mathematics and Statistics-2
- Business Communication-2
- Business Economics paper – 2
- Commerce paper -2

DIPLOMA IN ACCOUNTING AND TAXATION

DIPLOMA in ACCOUNTING AND TAXATION

(SUMMARY OF SYLLABUS)

| (DIPLOMA IN ACCOUNTING AND TAXATION) | |
|---|-------------------------------------|
| 1.2.1 | ACCOUNTING & FINANCIAL MANAGEMENT-2 |
| 1.2.2 | DIRECT TAX -2 |
| 1.2.3 | COST ACCOUNTING -2 |
| 1.2.4 | MATHEMATICS AND STATISTICS-2 |
| 1.2.5 | BUSINESS COMMUNICATION - 2 |
| 1.2.6 | BUSINESS ECOCOMICS PAPER – 2 |
| 1.2.7 | COMMERCE PAPER – 2 |

DIPLOMA IN ACCOUNTING AND TAXATION

1.2.1 Accountancy and Financial Management-2

SYLLABUS

| Module | Topics | No. of Lectures |
|--------|--|-----------------|
| 1 | Accounting from Incomplete Records | 08 |
| | Introduction Problems on preparation of final accounts of Proprietary Trading Concern (conversion method) | |
| 2 | Consignment Accounts | 08 |
| | Accounting for consignment transactions Valuation of stock Invoicing of goods at higher price (excluding overriding commission, normal/abnormal losses) | |
| 3 | Branch Accounts | 08 |
| | Meaning/ Classification of branch Accounting for Dependent Branch not maintaining full books: Debtors method Stock and debtors method | |
| 4 | Accounting with the use of Accounting Software | 08 |
| | Introduction Preparation of books and trial balance with the use of accounting Software | |

QUESTION PAPER PATTERN

MAXIMUM MARKS : 60

QUESTION TO BE SET : 04

DURATION : 2 HOURS.

ALL QUESTIONS ARE COMPULSORY CARRYING 15 MARKS EACH.

| | | |
|-----|--|----------|
| Q-1 | Objective questions A) sub question to be asked 10 and to be answered any 08 B) sub question to be asked 10 and to be answered any 07 (* multiple choice/ true or false/ match the columns, fill in blanks) | 15 marks |
| Q-2 | Full length question or | 15 marks |
| Q-2 | Full length question | 15 marks |
| Q-3 | Full length question | 15 marks |

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| | | |
|-----|----------------------------|----------|
| Q-3 | Or Full length question | 15 marks |
| Q-4 | Full length question | 15 marks |
| Q-4 | Or Theory Question | 15 marks |

❖ NOTE:-

- Full length question of 15 marks may be divided into two sub questions of 08 and 07 marks .
- Q.4 short notes can be asked , it is advisable to ask 05 short notes and the students may be expected to answer 03 out of them .
- Attempt be made to cover all the topics . As far as possible , options may be given within the same module so that no module is skipped by the students

DIPLOMA IN ACCOUNTING AND TAXATION

1.2.2. DIRECT TAX – 2

SYLLABUS

| MODULE | CONTENTS | No. |
|---------------|--|------------|
| 1 | Capital Gains (S. 45 , 48 –50 , 54) | 10 |
| | Basis of charge –there must be a capital asset –capital asset must be transferred –date of transfer within previous year –how capital gains are computed –full value of consideration –expenditure on transfer –actual cost of acquisition –deemed cost of acquisition –cost of improvement –indexed cost –capital gain in certain special cases –capital gain on sale of residential house –illustrations . | |
| 2 | Income From Other Sources (S. 56 –59) | 7 |
| | Introduction –basis of charge –deductions –expenses disallowed –recovery against earlier deductions –exempt incomes –worksheet /rapid revision – Illustrations. | |
| 3 | Deductions From Gross Total Income (S. 80A ,S. 80B ,S. 80C ,S. 80CCC ,80D ,80DD ,80E & S. 80U) | 5 |
| | Introduction –gross total income –deductions V/S exemptions –principles of deduction –deductions in respect of savings –contribution to pension funds –medical insurance premium paid –maintenance of handicapped dependant –interest on loan for higher education –deduction for handicapped resident individual –worksheet /rapid revision –illustrations . | |
| 4 | Computation Of Total Income | 10 |
| | How to compute total income –Worksheet 10.1: Computing Total Income – illustrations. | |

QUESTION PAPER PATTERN

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| Q-2 | Full length question or | 15 marks |
| Q-2 | Full length question | 15 marks |
| Q-3 | Full length question Or | 15 marks |
| Q-3 | Full length question | 15 marks |
| Q-4 | Full length question Or | 15 marks |
| Q-4 | Theory Question | 15 marks |

❖ **NOTE:-**

- Full length question of 15 marks may be divided into two sub questions of 08 and 07 marks .
- Q.4 short notes can be asked , it is advisable to ask 05 shortnotes and the students may be expected to answer 03 out of them .
- Attempt be made to cover all the topics . As far as possible , options may be given within the same module so that no module is skipped by the students

DIPLOMA IN ACCOUNTING AND TAXATION

1.2.3 Cost Accounting – Introduction and Basic Concepts-2

SYLLABUS

| Module | Topics | No.of Lectures |
|--------|--|----------------|
| 1 | Contract costing: | 12 |
| | Progress payments, retention money, contract accounts, accounting for material , accounting for tax deducted at source by the contractee , accounting for plant used in contract , treatment of profit on incomplete contracts , contract profit and balance sheet entries . Note –simple practical problems. | |
| 2 | Process costing : | 12 |
| | Process loss , abnormal gains and losses , joint products and by products. Excluding equivalent units inter-process profit. Note –simple practical problems based on process costing and joint and by products. | |
| 3 | Introduction to marginal costing : | 08 |
| | Marginal costing meaning , applications , advantages, limitations , contribution , breakeven analysis and profit volume graph. Note –simple practical problems based on marginal costing excluding decision making. | |

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| Q-2 | Full length question or | 15 marks |

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| | | |
|------|----------------------------|----------|
| Q-2 | Full length question | 15 marks |
| Q- 3 | Full length question Or | 15 marks |
| Q-3 | Full length question | 15 marks |
| Q-4 | Full length question Or | 15 marks |
| Q-4 | Theory Question | 15 marks |

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1.2.4 MATHEMATICS AND STATISTICS TECHNIQUES –2

SYLLABUS

[A] MATHEMATICS

| Module | Contents | No. of lectures |
|----------|---|-----------------|
| 1 | Functions, Derivatives and Their Applications | 07 |
| | <p>a. Concept of real functions :- constant function, linear function, x_n, e_x, a_x, $\log x$. Demand, Supply, Total Revenue, Average Revenue, Total cost, Average cost and Profit function. Equilibrium Point, Break-even point.</p> <p>b. Derivative of functions:</p> <p>i. Derivative as rate measure, Derivative of x_n, e_x, a_x, $\log x$.</p> <p>ii. Rules of derivatives: Scalar multiplication, sum, difference, product, quotient (Statements only), Simple problems. Second order derivatives.</p> <p>iii. Applications: Marginal Cost, Marginal Revenue, Elasticity of Demand. Maxima and Minima for functions in Economics and Commerce. (Examination Questions on this unit should be application oriented only.)</p> | |
| 2 | Interest and Annuity | 07 |
| | <p>a. Interest: Simple Interest, Compound Interest (Nominal & Effective Rate of Interest),. Calculations involving upto 4 time periods.</p> <p>b. Annuity: Annuity Immediate and its Present value, Future value. Equated Monthly Installments (EMI) using reducing balance method & amortization of loans. Stated Annual Rate & Affective Annual Rate Perpetuity and its present value. Simple problems Involving up to 4 time periods.</p> | |

[B] STATISTICS

| | | |
|----------|--|-----------|
| 3 | Bivariate Linear Correlation and Regression | 07 |
| | <p>a. Correlation Analysis: Meaning, Types of Correlation, Determination of Correlation: Scatter diagram, Karl Pearson's method of Correlation Coefficient (excluding Bivariate Frequency Distribution Table) and Spearman's Rank Correlation Coefficient.</p> <p>b. Regression Analysis: Meaning, Concept of Regression</p> | |

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| | | |
|----------|---|-----------|
| | equations, Slope of the Regression Line and its interpretation. Regression Coefficients (excluding Bivariate Frequency Distribution Table), Relationship between Coefficient of Correlation and Regression Coefficients , Finding the equations of Regression lines by method of Least Squares. | |
| 4 | Time series and Index Numbers | 06 |
| | a. Time series: Concepts and components of a time series. Representation of trend by Freehand Curve Method, Estimation of Trend using Moving Average Method and Least Squares Method (Linear Trend only). | |

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| Q-2 | Full length question or | 15 marks |
| Q-2 | Full length question | 15 marks |
| Q-3 | Full length question Or | 15 marks |
| Q-3 | Full length question | 15 marks |
| Q-4 | Full length question Or | 15 marks |
| Q-4 | Full length question | 15 marks |

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❖ NOTE:-

- Full length question of 15 marks may be divided into two sub questions of 08 and 07 marks .

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1.2.5. BUSINESS COMMUNICATION-2

SYLLABUS

| Module | Contents | No. of lectures |
|----------|--|-----------------|
| 1 | Presentation Skills | 04 |
| | 1. Presentations – (to be tested in tutorials only) 4 Principles of Effective Presentation Effective use of OHP Effective use of Transparencies How to make a Power-Point Presentation | |
| 2 | Group Communication | 15 |
| | 1. Interviews – 5 Group Discussion Preparing for an Interview Types of Interviews – Selection, Appraisal, Grievance, Exit 2. Meetings -- 4 Need and Importance of Meetings, Conduct of Meeting and Group Dynamics Role of the Chairperson, Role of the Participants Drafting of Notice, Agenda and Resolutions 3. Conference – 3 Meaning and Importance of Conference Organizing a Conference Modern Methods: Video and Tele – Conferencing 4. Public Relations – 3 Meaning Functions of PR Department External and Internal Measures of PR | |
| 3 | Business Correspondence | 08 |
| | 1. Trade Letters – 10 Order, Credit and Status Enquiry, Collection (just a brief introduction to be given) Only following to be taught in detail:- Letters of Inquiry Letters of Complaints, Claims, Adjustments Sales Letters, promotional leaflets and fliers Consumer Grievance Letters [Teachers must provide the students with theoretical constructs wherever necessary in order to create awareness. However students should not be tested on the theory.] | |

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| Q-2 | Full length question | 15 marks |
| Q-3 | Full length question Or | 15 marks |
| Q-3 | Full length question | 15 marks |
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1.2.6 BUSINESS ECONOMICS - PAPER 2

SYLLABUS

| Module | Content | No.of lectures |
|---------------|---|-----------------------|
| 1 | MARKET STRUCTURE | 09 |
| | Short-run and long-run equilibrium of a firm and Industry under perfect competition – Sources of monopoly – Short-run and long-run equilibrium of a firm under monopoly – Features: Monopolistic Competition and Oligopoly – Case studies | |
| 2 | PRICING PRACTICES AND MARKET FAILURE | 09 |
| | Pricing Practices: Price Discrimination, Dumping, Marginal-cost pricing, Cost-plus pricing, Multiple-product pricing. Market Failure: Concept of market failure and inefficiency (Productive and allocative inefficiency using PPC) – Causes of market failure (Public goods, Market power, Externalities , Information asymmetry and Equity) – Government intervention and market efficiency – Case studies | |
| 3 | Capital Budgeting | 09 |
| | Capital Budgeting: Meaning and Importance- Investment Criteria: Pay Back Period Method, Net Present Value Method, and Internal Rate of Return Method - Case Studies. | |

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1.2.7 COMMERCE PAPER – 2

SYLLABUS

| Module | Contents | No. of lectures |
|---------------|---|------------------------|
| 1 | CONCEPT OF SERVICES : | 03 |
| | 1 Introduction : Meaning, Characteristics, Scope and Classification of Services – Importance of service sector in the Indian context. 2 Marketing Mix : - Consumer expectations, Services Mix,- Product, Place, Price, Promotion, Process of Services delivery, Physical evidence and people. | |
| 2 | RETAILING : | 03 |
| | 1 Introduction : Concept of organized and unorganized retailing , Trends in retailing, growth of organized retailing in India, Survival strategies for unorganized Retailers. 2 Retail Scenario : Retail Scenario in India and Global context – Prospects and Challenges in India. Mall Management – Retail Franchising. FDI in Retailing, Careers in Retailing. | |
| 3 | RECENT TRENDS IN SERVICE SECTOR : | 10 |
| | 1 ITES Sector : Concept and scope of BPO, KPO, LPO and ERP. 2 Banking and Insurance Sector : ATM, Debit & Credit Cards, Internet Banking – Opening of Insurance sector for private players, FDI and its impact on Banking and Insurance Sector in India. 3 Logistics : Net working – Importance – Challenges. | |
| 4 | E-COMMERCE | 11 |
| | 1 Introduction : Meaning, Features, Functions and Scope of E-Commerce-Importance and Limitations of E-Commerce. 2 Types of : Basic ideas and Major activities of B2C, E-Commerce B2B, C2C. 3 Present status: Transition to E-Commerce in India, of E-Commerce E-Transition Challenges for Indian in India : Corporates; on-line Marketing Research. | |

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DURATION : 2 HOURS.

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| Q-2 | Full length question or | 15 marks |
| Q-2 | Full length question | 15 marks |
| Q-3 | Full length question Or | 15 marks |
| Q-3 | Full length question | 15 marks |
| Q-4 | Full length question Or | 15 marks |
| Q-4 | Full length question | 15 marks |

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- Attempt be made to cover all the topics . As far as possible , options may be given within the same module so that no module is skipped by the students.