

FACULTY OF ECONOMICS & BUSINESS

Syllabus

For

**DIPLOMA IN PROFESSIONAL ACCOUNTANCY
(SEMESTER SYSTEM)
(SEMESTER: I & II)**

Session: 2019-20



GURUNANAKDEVUNIVERSITY

AMRITSAR

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DIPLOMA IN PROFESSIONAL ACCOUNTANCY (SEMESTER SYSTEM)

Scheme of Courses

Semester -I:

| Course Code | Course Title | Theory | Practical | Total Marks | Number of Lectures (L) | Tutorials (T) per week |
|--------------------|-------------------------|---------------|------------------|--------------------|-------------------------------|-------------------------------|
| DIPA-101 | Basics of Accountancy | 50 | - | 50 | 6 | 1 |
| DIPA-102 | Essentials of Computers | 50 | 50 | 100 | 6 | 2 |
| DIPA-103 | Fundamentals of Banking | 50 | - | 50 | 6 | - |

Semester -II:

| Course Code | Course Title | Theory | Practical | Total Marks | Number of Lectures (L) | Tutorials (T) per week |
|--------------------|--------------------------------|---------------|------------------|--------------------|-------------------------------|-------------------------------|
| DIPA-201 | Cost and Management Accounting | 50 | - | 50 | 6 | 1 |
| DIPA-202 | Computer Based Accounting | 30 | 20 | 50 | 6 | 2 |
| DIPA-203 | Project Work | - | - | 100 | - | - |

DIPA-101 BASICS OF ACCOUNTANCY**Time: 3 Hours****Marks: 50****Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION –A

Fundamentals of Accountancy Preparation of all kinds of documents cash/Bank Payment Vouchers, Petty Cash payment Vouchers, Cash/Bank Receipts, Preparation of Sales bills, Journal Voucher, Debit/Credit Notes etc.

SECTION –B

Writing of Books of Accounts (Involves Technical Maintenance as per GST, Incoming Tax Rules and Bank Purpose)

- (a) Cash & Bank Book
- (b) Petty Cash Book/Factory Cash Book
- (c) Sales Register
- (d) Purchase Register
- (e) Journal Register
- (f) Debit/Credit Note registers

SECTION –C

Salary register, Stock Register, Ledger posting and balancing procedure, Preparation of monthly Trial Balance, How to locate difference in Trial Balance, Interest Calculation of Bank and Loan, Interest Calculation of Bank and Loan Account

SECTION –D

Passing of Rectification/Opening and Closing entries, Bank Reconciliation Statement, Profit & Loss Account and Balance Sheet of Proprietary Concern, Partnership Concerns, Companies Final Accounts (As per Companies Act.) Income Tax (Notes) Advance Tax and Tax Deducted at source (T.D.S.)

DIPA-102 ESSENTIALS OF COMPUTERS**Time: 3 Hours****Total Marks: 100****Theory: 50****Practical: 50****Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION –A

Introduction to Windows – Basics, Windows Accessories, Using File and Program Manager
Introduction to Ms-Word – Editing a Document – Move and Copy text – Formatting text and paragraph – Finding and Replacing text and spelling checking – Using tabs, Tables, and other features, Enhancing document – using mail merge and other features.

SECTION –B

Introduction to Worksheet- Getting started with excel – Editing Cells and using commands and functions – Moving And Coping, Inserting and Deleting Rows and Columns – Getting help and formatting a worksheet – Printing the worksheet – Creating Charts – using formulae and functions in excel.

SECTION –C

MS-Access: Introduction, Understanding Databases. Creating the Tables. Entering Records in Table, Deleting Table, Modifying Table Fields, Linking Tables, Queries. Forms, Formatting Forms, Relating a Form to Tables, Use of Computers for Accounting Records and Controls.

SECTION –D

Internet/E-Mail: Prerequisites for Internet, Role of modem, services- emailing, chatting, surfing, blogs; search engines, browsers, DIPAI-up, domains; broad band, concepts of web upload, download; computer threats. E-Commerce: Definition, Advantages, Application of E-commerce.

DIPA-103 FUNDAMENTALS OF BANKING**Time: 3 Hours****Total Marks: 50****Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION –A

Principles of lending - various credit Products/ Facilities (Brief outline of procedures and Practices) - working capital and term loans - Credit Appraisal Techniques - Approach to lending - credit management - credit monitoring

SECTION –B

NPA Management - Agriculture/SMEs/SHGs/SSI/Tiny Sector financing.
Different types of documents; Documentation Procedures; Stamping of documents Securities - Different modes of charging - types of collaterals and their characteristics. Fair Practices for Debt Collection.

SECTION –C

Practical Aspect of Banking- Negotiable Instruments— Cheques, bills of exchange and promissory notes, endorsements, difference between cheques and bills of exchange. Customer's Pass Book-Entries in Pass Book, Effects of errors favourable to the Banker and Customer.

SECTION –D

Clearing House System. Electronic Payment systems - On line Banking , smart cards, cheque truncation, Electronic funds transfer systems.

DIPA-201 COST AND MANAGEMENT ACCOUNTING**Time: 3 Hours****Total Marks: 50****Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION –A

Cost Accounting: Meaning of cost accounting, Difference between cost accounting and financial accounting, its importance and Limitation; Classification of costs, elements of cost, material, labour and overhead.

SECTION –B

Methods of Costing: Introduction to Unit and output costing contract costing, process costing.
Cost Control Techniques: Marginal Costing and Cost volume Profit analysis, Budgeting and Budgetary Control.

SECTION –C

Concept of Management Accounting: Functions Role and Scope of Management Accounting. Analysis and Interpretation of Financial Statements.

Preparation of Fund flow Statement, Cash flow Statement (As per AS-3).

SECTION –D

Management Information System: Significance, Principles and Essential of a Good M.T.S., Meaning and Modes of Reporting, Principles of Sound and Effective Reporting, Reports useful for different levels of management.

DIPA-202 COMPUTER BASED ACCOUNTING SYSTEM**Time: 3 Hours****Total Marks: 50****Theory: 30****Practical : 20****Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION –A

Computerized Accounting: - Meaning, need, Concepts of Accounting groups, Hierarchy of accounts, Codification in accounting. Accounting package - Setting up an accounting entity.

SECTION –B

Creation of groups and accounts Designing and creating vouchers; Data Entry operations using the vouchers, Processing for reports to prepare ledger accounts, trial balance and balance sheet.

SECTION –C**Tally**

Financial Accounting Packages: Preparation and online finalization of accounts on Tally, ERP 9.0; Introduction of Tally, ERP 9.0, Phases of Implementation, Aides for implementation. Accounts Management (Using Tally, ERP 9.0 Software Package); Accounts Masters, Accounts Transaction,

SECTION –D

Accounts Reports. Preparation and Compilation of complete balance sheet of any Industries/Organization/ Firms. (The mentioned versions of Tally must be replaced with latest available version)

DIPLOMA IN PROFESSIONAL ACCOUNTANCY (SEMESTER-II)

DIPA-203 PROJECT WORK (TRAINING REPORT)**Total Marks: 100****Time: 3 Hours****General Instructions:**

1. At the end of the examination of 1st Semester the students will undergo compulsory training for a period of 4-6 weeks. Every student will submit the Training Report along with training certificate before the starting of the semester examination of 2nd Semester.
2. The soft copy of the Training Report shall be submitted to the College/Institute till April 30.
3. The respective college shall depute guide(s)/supervisor(s) under whose supervision the Project report shall be developed. The guide/supervisor shall clarify that the work done is original & authenticated. The certificate found to be incorrect at any stage shall attract the proceedings against all the stakeholders, as per the University rules.