Circular file - 38 -

DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY

CIRCULAR NO.SU/Commerce & Management/ B.Voc./44/2019

It is hereby inform to all concerned that, on the recommendation of the Dean, Faculty of Commerce & Management, the Hon'ble Vice-Chancellor in his emergency powers under Section-12 (7) of the Maharashtra Public Universities Act, 2016 has accepted **the revised Syllabus of B.Voc. programme under the Faulty of Commerce & Management. The said curriculum runs in Colleges shown as below.**

1.	B.Voc. Accounting	Rajarshi Shahu Arts, Commerce & Sci. College, Pathari.
2.	B.Voc. Banking	Rajarshi Shahu Arts, Commerce & Sci. College, Pathari.

This is effective from the Academic Year 2018-2019 and onwards.

All concerned are requested to note the contents of this circular and bring notice to the students, teachers and staff for their information and necessary action.

University Campus,
Aurangabad-431 004.
REF.NO. SU/ COMMERCE/2018-19
22896-04
Date:- 18-03-2019.

Deputy Registrar,
Syllabus Section.

Copy forwarded with compliments to :-

1] **The Principals, affiliated concerned Colleges, Dr. Babasaheb Ambedkar Marathwada University.**
2] The Director, University Network & Information Centre, UNIC, with **a request to upload this Circular on University Website.**

Copy to :-

1] The Director, Board of Examination & Evaluation,
2] **The Section Officer, [B.Com. Unit] Examination Branch,**
3] The Section officer, [Eligibility Unit],
4] **The Programmer [Computer Unit-1] Examinations,**
5] **The Programmer [Computer Unit-2] Examinations,**
6] The In-charge, [E-Suvidha Kendra], Rajarshi Shahu Maharaj Pariksha Bhavan, Dr. Babasaheb Ambekar Marathwada University.
7] The Public Relation Officer,
8] The Record Keeper.

No.MH/17/1984 Date 17/02/1984 F-1060
Mitra Sadhana Shikshan Prasarak Mandal, Pathri's

Rajarshi Shahu Arts, Commerce & Science College, Pathri

Tq.Phulambri, Dist. Aurangabad.- 431 111, (Maharshtra, India.)
Office - (0240) 2632386, Principal - 2632415 Website : www.rsacscollege.com Email :- rajrshishahu@gmail.com
Affillated to : Dr.Babasaheb Ambedkar Marathwada University, Aurangabad.
● Accreditation with NAAC 'B' Grade ● Recognition under section 2(F) & 12 (B) ● An ISO 9001:2015 & ISO 14001:2015 Certified.

Dr. S. B. Jadhav	Saw. U.D. Pathrikar	Shri. Dwarakadas Pathrikar
M.A.,B.Ed., Ph.D. (Geography)		
Principal	Secretary	President
Mob. : 9422744277		

Ref.RSCP/20 प्रति, 18-19/430 Date 26 /02 /2019

मा. प्र-कुलगुरु,
डॉ. बाबासाहेब आंबेडकर मराठवाडा विद्यापीठ,
औरंगाबाद.

विषय :- यु.जी.सी. कडून मान्यता मिळालेल्या व विद्यापीठाकडून संलग्नीकरण प्राप्त B.Voc.च्या पदवी कोर्सेच्या सुधारित अभ्यासक्रमास मान्यता मिळणे बाबत.
1) B.Voc. in Banking, 2) B.Voc. in Accounting, 3) B.Voc. in Computer Hardware and Networking

संदर्भ :- 1) F.No. 5-1/2018 (NSQF) दि. 18 ऑगस्ट, 2018.
2) शैक्ष/संलग्न/वायएसपी/2018-19/12164-73 दि. 02.01.2019.
3) RSCP/2018-19/312दि. 15.01.2019.

महोदय,

वरील संदर्भीय विषयी सविनय सादर करण्यास कारण की, मित्र साधना शिक्षण प्रसारक मंडळ पाथ्री संचलित राजर्षी शाहू कला, वाणिज्य व विज्ञान महाविद्यालय पाथ्री, ता. फुलंब्री जि. औरंगाबाद या महाविद्यालयास शैक्षणिक वर्ष २०१८-१९ पासुन संदर्भीय पत्र क्र. ०१ अन्वये यु.जी.सी. कडून 1) B.Voc. in Banking, 2) B.Voc. in Accounting, 3) B.Voc. in Computer Hardware and Networking या पदवी कोर्सेसला मान्यता मिळालेली आहे.

सदरील **B.Voc. च्या पदवी च्या कोर्सेसला डॉ. बा. आं. म. विद्यापीठाचे संलग्नीकरण मिळालेले आहे. त्याचबरोबर संदर्भीय पत्र क्र. ०३ अन्वये अभ्यासक्रमास मान्यतेसाठी विद्यापीठास प्रस्ताव सादर केलेला आहे. दरम्यान दि. १४ व २० फेब्रु. २०१९ रोजी विद्यापीठात झालेल्या बैठकीत अभ्यासक्रम पुरर्चना (Syllabus) करण्याच्या सूचना दिल्या होत्या. त्यानुसार प्रथम वर्षाच्या अभ्यासक्रमात सुधारणा करुन सुधारित अभ्यासक्रम सादर करीत आहोत. अभ्यासक्रमास मान्यता द्यावी ही विनंती.**

आपला विश्वासू,

PRINCIPAL
Rajarshi Shahu Arts, Comm. & Science College Pathri, Tq. Phulambri, Dist. Aurangabad, (M.S.) INDIA.- 431111

सोबत :- १) B.Voc. Course Structure.
(Accounting, Computer Hardware and Networking, Banking)
२) प्रथम वर्षाच्या सुधारित अभ्यासक्रमाची प्रत.
३) संदर्भीय पत्र क्र. ०३ ची सत्यप्रत.
४) संलग्नीकरण प्रत.
५) यु.जी.सी. कडून मान्यता मिळालेल्या पत्राची सत्यप्रत.
६) Grading System.
७) Eligibility Criteria.
८) Questin paper.

No.MH/17/1984 Date 17/02/1984 F-1060
Mitra Sadhana Shikshan Prasarak Mandal, Pathri's
Rajarshi Shahu Arts, Commerce & Science College, Pathri
Tq.Phulambri, Dist. Aurangabad.- 431 111, (Maharshtra, India.)
Office - (0240) 2632386, Principal - 2632415 Website : www.rsacscollege.com Email :- rajrshishahu@gmail.com
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Dr. S. B. Jadhav
M.A.,B.Ed., Ph.D. (Geography)
Principal
Mob. : 9422744277

Saw. U.D. Pathrikar
Secretary

Shri. Dwarakadas Pathrikar
President

Ref.RSCP/20 Date : 15 /01 / 2019

Duration and NSQF Level of the Programme Structure

The duration of program shall be given in the table below

Nomenclature	Duration	NSQF LEVEL	Skill base Credits	General Education Credits	Total Credits
Diploma	Two Semester	Level 5	36	24	60
Advance Diploma	Four Semester	Level 6	72	48	120
B. Voc Degree	Six Semester	Level 7	108	72	180

Principal
Jadhav
Dr. S.B. Jadhav
प्राचार्य
राजर्षी शाहू कला,वाणिज्य व विज्ञान
महाविद्यालय पाथ्री ता.फुलंब्री

No.MH/17/1984 Date 17/02/1984 F-1060
Mitra Sadhana Shikshan Prasarak Mandal, Pathri's

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Dr. S. B. Jadhav M.A.,B.Ed., Ph.D. (Geography) Principal Mob. : 9422744277	Saw. U.D. Pathrikar Secretary	Shri. Dwarakadas Pathrikar President

Ref.RSCP/20 18/19 - 430 Date : 28 / 2 / 2019

Eligibility Criteria for Admission 1. Computer Hardware & Networking 2. Banking Finance 3.Account Finance

A Candidate shall be admitted to the B.Voc degree In 1.Computer Hardware and Networking 2. Banking Finance 3.Account Finance course only if he/she satisfies the following condition:

1. He/ She must have passed the higher secondary (multipurpose) examination conducted by H.S.C. board Government of Maharashtra with Science / Arts/ Commerce / MCVC subjects Or an Examination of any statutory University and Board recognized as equivalent thereto.

   OR

   He /She must have passed examination prescribed at the end of second year of the junior college conducted by the H.S.C. board, Government of Maharashtra with arts, commerce, science, Mcve subjects prescribed at the said examination as the optional or elective subjects or an examination recognized as equivalent thereto.

   OR

2. He/ She must have passed at qualifying examination.

A candidate who has passed the B.C.A. (Science) examination of this university may be allowed to present himself subsequently at the degree examination in a subject or subjects other than those he has taken earlier provided that he puts in three years of attendance as a regular candidate for First, Second and Third year in the subject or subjects concerned excluding compulsory English, Second Language and remaining optional subject(s).

A candidate shall not be allowed to appear for such examination if he has passed the higher examination.

The Degree of Computer Hardware and Networking (B. Voc.) shall be conferred on candidate who has pursued a regular course of study consisting of six semesters in the relevant subject as prescribed and has appeared at the end examination and passed under the credit based system in all the examination prescribed for the Degree course in the faculty.

- The rules for admission to the subsequent (next) semesters will be the same as per the University guidelines.
- For Each course the concerned teacher will have to conduct Class tests after completion of 15 and 20 lectures. The mark list of the same is to be submitted to the university authority within 7 working days after the completion of class tests.
- Final Examination will be conducted by the University based on the complete syllabus.
- Final Practical Examination will be conducted by the university and examiners will submit the mars in the prescribed format of students for practical examination to the university.

Sadhu

PRINCIPAL
Rajarshi Shahu Arts, Comm. & Science
College Pathri, Tq. Phulambri,
Dist. Aurangabad, (M.S.) INDIA.- 431111

No.MH/17/1984 Date 17/02/1984 F-1060
Mitra Sadhana Shikshan Prasarak Mandal, Pathri's
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Dr. S. B. Jadhav
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Principal
Mob. : 9422744277

Saw. U.D. Pathrikar
Secretary

Shri. Dwarakadas Pathrikar
President

Ref.RSCP/2018/19-430 Date : 26/2/2019

Grading System

At the end of every semester, a latter grade will be awarded in each course for which a student had registered. A student's performance will be measured by the number of credits that he/she earned by weighted Grade Point Average (GPA). The SGPA (Semester Grade Point Average) will be awarded after completion of respective semester and the CGPA (Cumulative Grade Point Average) will be awarded at exist point.

The grade points and their equivalent range of marks are shown in below:

Sr. No	Marks Obtained (%)	Grade Point	Grade	Description
1	90-100	9.00-10	O	Outstanding
2	80-89	8.8 – 90	A ++	Excellent
3	70-79	7.00- 7.90	A+	Exceptional
4	60-69	6.00 – 6.90	A	Very Good
5	55-59	5.50 -5.90	B+	Good
6	50-54	5.00 – 5.40	B	Fair
7	45-49	4.50 – 4.90	C+	Average
8	41-44	4.1 – 4.40	C	Below Average
9	40	4.0	D	Pass
10	< 40	0.0	F	Fail

Grade Card

Results will be declared by the center and Grade card (Containing the grades obtained by the students along with SGPA) will be issued by the university after completion of every semester. The grade card will consisting of following details.

- Title of the course along with code opted by the student
- Credits associated with the course
- Grades and grade points secured by the students
- Total credits earned by the students in particular semester
- Total credits earned by the student till that semester
- SGPA of the student
- CGPA of the students (at respective exit point)

Jadhav

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Rajarshi Shahu Arts, Comm. & Science College Pathri, Tq. Phulambri, Dist. Aurangabad, (M.S.) INDIA.- 431111

NAME OF FACULTY MEMBER

Faculty Id	Title	First Name	Last Name	Designation	Qualification	Date of Appointment	Mobile Number	Email Id	Course Name
4122521574	Mr.	PAVANSING	GOMLADU	Assistant Professor	MCA	01-07-2018	9,92,37,75,829	PGOMLADU7678@GMAIL.COM	IT/ITES (HARDWARE AND NETWORKING)
4122521575	Mr.	RAJENDRA	SHELAR	Assistant Professor	M.COM PHD	17-07-2018	8,37,99,12,999	SHELAR_777333@GMAIL.COM	ACCOUNTING
4122521576	Miss	SHUBHANGI	KUMAWAT	Assistant Professor	M.COM	26-08-2018	9,02,89,47,849	SHUBHANGI_KUMAWAT29@GMAIL.COM	BANKING AND TALLY
4122521580	Mr.	KAILAS	INGLE	Assistant Professor	MA PHD	05-09-2005	9,42,16,56,907	DRKAILASRINGLE@GMAIL.COM	IT/ITES (HARDWARE AND NETWORKING)
4122521581	Mr.	PRAVIN	BERAD	Assistant Professor	MA NET	13-01-2015	9,54,59,44,526	PRAVINBERAD@REDIFF.COM	ACCOUNTING

PRINCIPAL
Rajarshi Shahu Arts, Comm. & Science
College Pathri, Tq. Phulambri,
Dist. Aurangabad, (M.S.) INDIA.- 431111

Mitra Sadhna Shikshan Prasarak Mandal's

Rajarshi Shahu Art's, Commerce and Science College, Pathri,

Tq. Phulambri Dist. Aurangabad

Bachelor of Vocational Degree Programme course (B.VOC)

Time Table

Accounting/~~Banking~~/~~IT Computer Hardware & Networking~~

Day/Time	9:00 10:00	10:00 11:00	11:00 12:00	12:00 1:00	1:00 2:00	2:00 5:00
Mom	Fun Mar I	Fun Eng. I	Mar PW	Thy-I	Thy-II	Practical on Paper - I
Thu	Fun Mar I	Fun Eng. I	Mar PW	Thy-I	Thy-II	Practical on Paper - I
Wed	Fun Mar I	Fun Eng. I	Eng. PW	Thy-I	Thy-II	Practical on Paper - II
Thue	Fun Mar I	Fun Eng. I	Eng. PW	Thy-I	Thy-III	Practical on Paper - II
Fri	Mar PW	Eng. PW	Thy-II	Thy-III	Thy-III	Practical on Paper – III
Sat	Mar PW	Eng. PW	Thy-II	Thy-III		Practical on Paper – III

Principal

Jadhav

PRINCIPAL
Rajarshi Shahu Arts, Comm. & Science
College Pathri, Tq. Phulambri,
Dist. Aurangabad, (M.S.) INDIA.- 431111

Rajrshi Shahu Arts,Commerce & Science College Pathri

Course Structure

Bachelor of Vocational (B. Voc.)

Accounting

Sr. No.	Course Code	Name of the Course	Contact Hrs Per Week		Evaluation Scheme		Credit
			L	P	CA	UA	
Semester – I		General Education Components					
1	ACC 101	Functional Marathi – I	4	0	20	80	4
2	ACC 102	Professional English-I	3	1	20	80	4
3	ACC 103	Computer Fundamentals & MS- Office- I	2	2	20	80	4
Semester - I		Skill Education Components					
1	ACC 201-T	Basic Accounting - I	4	0	20	80	4
2	ACC 202-T	Basic Accounting - II	4	0	20	80	4
3	ACC 203-T	Basic Accounting - III	4	0	20	80	4
4	ACC 204-P	Basic Accounting Practical- I	0	4	0	50	2
5	ACC 205-P	Basic Accounting Practical- II	0	4	0	50	2
6	ACC 206-P	Basic Accounting Practical- III	0	4	0	50	2
			Total Credits				30

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College Pathri, Tq. Phulambri,
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Course Structure

Bachelor of Vocational (B. Voc.)

Accounting

Sr. No.	Course Code	Name of the Course	Contact Hrs Per Week		Evaluation Scheme		Credit
			L	P	CA	UA	
Semester – II		**General Education Components**					
1	ACC 301	Functional Marathi – II	4	0	20	80	4
2	ACC 302	Professional English-II	3	1	20	80	4
3	ACC 303	Professional Work-MS- Office –II & Internet -II	2	2	20	80	4
Semester - II		**Skill Education Components**					
1	ACC 401-T	Financial Accounting - I	4	0	20	80	4
2	ACC 402-T	Financial Accounting - II	4	0	20	80	4
3	ACC 403-T	Tally ERP -9with GST	4	0	20	80	4
4	ACC 404-P	Financial Accounting Practical- I	0	4	0	50	2
5	ACC 405-P	Financial Accounting Practical- II	0	4	0	50	2
6	ACC 406-P	Tally ERP -9with GST Practical	0	4	0	50	2
			Total Credits				**30**

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Course Structure

Bachelor of Vocational (B. Voc.)

Accounting

Sr. No.	Course Code	Name of the Course	Contact Hrs Per Week		Evaluation Scheme		Credit
			L	P	CA	UA	
Semester – III		**General Education Components**					
1	ACC 501	Business Statistics - I	4	0	20	80	4
2	ACC 502	Business English with Language Lab- I	3	1	20	80	4
3	ACC 503	Professional Work - Personality Development	4	0	20	80	4
Semester- III		**Skill Education Components**					
1	ACC 601-T	Financial Accounting - III	4	0	20	80	4
2	ACC 602-T	Management Accounting - I	4	0	20	80	4
3	ACC 603-T	Cost Accounting- I	4	0	20	80	4
4	ACC 604-P	Financial Accounting Practical-III	0	4	0	50	2
5	ACC 605-P	Management Accounting Practical- I	0	4	0	50	2
6	ACC 606-P	Cost Accounting Practical I	0	4	0	50	2
			Total Credits				**30**

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Course Structure

Bachelor of Vocational (B. Voc.)

Accounting

Sr. No.	Course Code	Name of the Course	Contact Hrs Per Week		Evaluation Scheme		Credit
			L	P	CA	UA	
Semester – IV		General Education Components					
1	ACC 701	Business Statistics - II	4	0	20	80	4
2	ACC 702	Business English with Language Lab- II	3	1	20	80	4
3	ACC 703	Professional Work	4	0	20	80	4
Semester- IV		Skill Education Components					
1	ACC 801-T	Introduction to SAP Software	4	0	20	80	4
2	ACC 802-T	Management Accounting - II	4	0	20	80	4
3	ACC 803-T	Cost Accounting- II	4	0	20	80	4
4	ACC 804-P	Introduction to SAP Software Practical	0	4	0	50	2
5	ACC 805-P	Management Accounting Practical - II	0	4	0	50	2
6	ACC 806-P	Cost Accounting Practical - II	0	4	0	50	2
			Total Credits				30

PRINCIPAL
Rajarshi Shahu Arts, Comm. & Science College Pathri, Tq. Phulambri, Dist. Aurangabad, (M.S.) INDIA.- 431111

Course Structure

Bachelor of Vocational (B. Voc.)

Accounting

Sr. No.	Course Code	Name of the Course	Contact Hrs Per Week		Evaluation Scheme		Credit
			L	P	CA	UA	
Semester – V		**General Education Components**					
1	ACC 901	Financial Literacy - I	4	0	20	80	4
2	ACC 902	Organizational Behavior	3	1	20	80	4
3	ACC 903	Stress Management	4	0	20	80	4
Semester- V		**Skill Education Components**					
		Elective – I (any one among 1001A and 1001B)					
1A	ACC 1001A-T	Advanced Financial Accounting -I	4	0	20	80	4
1B	ACC 1001B-T	Quantitative Methods	4	0	20	80	4
		Elective – II (any one among 1002A and 1002B)					
2A	ACC 1002A-T	Corporate Accounting	4	0	20	80	4
2B	ACC 1002B-T	Business Law	4	0	20	80	4
3	ACC 1003-T	Goods & Service Tax	4	0	20	80	4
4	ACC 1004-P	Internship Training-I	0	4	0	50	2
5	ACC 1005-P	Project - I	0	0	0	100	4
			Total Credits				**30**

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Course Structure

Bachelor of Vocational (B. Voc.)

Accounting

Sr. No.	Course Code	Name of the Course	Contact Hrs Per Week		Evaluation Scheme		Credit
			L	P	CA	UA	
Semester – VI		**General Education Components**					
1	ACC 1101	Financial Literacy - II	4	0	20	80	4
2	ACC 1102	Value Education	3	1	20	80	4
3	ACC 1103	Professional Work	4	0	20	80	4
Semester- VI		**Skill Education Components**					
		Elective – I (any one among 1001A and 1001B)					
1A	ACC 1201A-T	Advanced Financial Accounting -II	4	0	20	80	4
1B	ACC 1201B-T	Business Mathematics	4	0	20	80	4
		Elective – II (any one among 1002A and 1002B)					
2A	ACC 1202A-T	Corporate Accounting- II	4	0	20	80	4
2B	ACC 1202B-T	Financial Management	4	0	20	80	4
3	ACC 1203-T	Direct Taxes	4	0	20	80	4
4	ACC 1204-P	Internship Training-II	0	4	0	50	2
5	ACC 1205-P	Major Project - II	0	0	0	100	4
			Total Credits				**30**

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Rajarshi Shahu Arts, Comm. & Science College Pathri, Tq. Phulambri, Dist. Aurangabad, (M.S.) INDIA.- 431111

Mitra Sadhana Shikshan Prasarak Mandal's

Rajrshi Shahu Arts,Commerce & Science College Pathri

Bachelor of Vocational

(Accounting)

Syllabus of

B. Voc. (Accounting)

First Year - Semester I & II

Three Year Degree Course

(With Effective from: June 2018)

Semester – I
General Education Components
Functional Marathi-I (ACC-101)

1. General Marathi

The students learn to pronounce, read and write. They acquire their knowledge of fundamental grammatical structures and functions (e.g. sentence types, tenses, voice, parts of speech, word order, expressing possibility, obligation, necessity, prohibition, criticism; expressing preferences, making assumptions; asking for/ refusing/giving permission; making offers, suggestions, etc.) They acquire their fundamental vocabulary to fulfill the above mentioned functions in roles, topics and discussions.

The students are taught to be able to converse on different topics (people, jobs, places to visit, festivals/celebrations, disasters/accidents, eating habits, sports/hobbies, environment, education, entertainment, transport, crime, etc.).

The students learn to understand spoken language. Listening texts include monologues and interacting speakers. They are taught to focus on understanding the gist, the main points, look for detail or specific information, and deduce the meaning.

The students are offered adapted/instructional reading material and are encouraged to learn to use different strategies for different reading purposes: identifying the main points in a text, looking for detail, locating specific information in a text, understanding a text structure, etc.

The students are expected to learn to produce written texts of various types: formal / informal / transactional letters, argumentative essays (expressing opinions, for and against), narration (story writing), memoranda and notes.

2. Professional Marathi

The purpose of this course is to prepare the students for doing Economics, Mathematics and Statistics in Marathi. Development of the students' restricted knowledge in economic terms and topics includes: different economic systems, central control of economy, labour utilities, demand and supply, money, markets and monopolies, banking.

Speaking includes:

- Seminar skills (agreeing and disagreeing, clarifying, questioning, concluding).
- Presentation skills (introductions and stating the purpose, signposting, highlighting key points, summaries, conclusions).

The students' competence in skills development is measured by their ability to understand and produce written and spoken language in an educational context, to perform the following academic tasks:

- reading and understanding written academic language;
- writing assignments in an appropriate style for university study;
- listening to and comprehending spoken language (within the framework of Breakthrough level);
- speaking to colleagues and lecturers (within the framework of Breakthrough level).

Reference Books :

संदर्भ ग्रंथ:

१. शास्त्रीय मराठी व्याकरण - मो. के. दामले.

२. सुगम मराठी व्याकरण - मो. रा. वाळिंबे

३. वाड;मयीन निबंध लेखन - रा. ग. जाधव

४. संगणक परिचय - नदकिशोर दायमा

५. नभोवाणी कार्यक्रम : तंत्र-मंत्र - पुष्पा काणे

६. माहिती व तंत्रज्ञान मराठी - संपा. म.रा.मा.व.उ.मा.मं. नाशिक

७.व्यावसायिक व उपयोजित मराठी - प्रकाश मेदककर

८ मराठी शुध्दलेखन विषय नियम - मो. रा. वाळिंबे

९. वस्तुनिष्ठ आकलन आणि उपयोजित मराठी लेखन - डॉ नरेंद्र मारवाडे

१०. उयोजित मराठी ञ्ल. रा.नासिराबादक

११. व्यावहारिक मराठी - स्नेहल तावरे

१२. पत्रकारितेची मुलतत्वे - प्रभाकर पाध्ये

१३. व्यावहारिक मराठी - संपा. दत्तात्रय पुंड

Professional English-I (ACC-102)

1. General English

The students learn to pronounce, read and write. They acquire their knowledge of fundamental grammatical structures and functions (e.g. sentence types, tenses, voice, parts of speech, word order, expressing possibility, obligation, necessity, prohibition, criticism; expressing preferences, making assumptions; asking for/ refusing/giving permission; making offers, sugestions, etc.) They acquire their fundamental vocabulary to fulfill the above mentioned functions in roles, topics and discussions.

The students are taught to be able to converse on different topics (people, jobs, places to visit, festivals/celebrations, disasters/accidents, eating habits, sports/hobbies, environment, education, entertainment, transport, crime, etc.).

The students learn to understand spoken language. Listening texts include monologues and interacting speakers. They are taught to focus on understanding the gist, the main points, look for detail or specific information, deduce the meaning.

The students are offered adapted/instructional reading material and are encouraged to learn to use different strategies for different reading purposes: identifying the main points in a text, looking for detail, locating specific information in a text, understanding a text structure, etc.

The students are expected to learn to produce written texts of various types: formal / informal / transactional letters, argumentative essays (expressing opinions, for and against), narration (story writing), memoranda and notes.

Reference Books

1) MSBTE Textbook - MSBTE
2) Essential English Grammar – Raymond Murphy
   (Cambridge Publication)
3) High School English Grammar & Composition – Wren & Martin
   (S Chand & Co.)

Professional Work

Computer Fundamentals & MS- Office- I (ACC-103)

UNIT – 1

1. Fundamentals of Computer System

• Characteristics & features of Computers.

• Components of Computers.

• Organization of Computer.

2. Computer Generation & Classification

• Generation of Computers: First to Fifth

UNIT – II

3. Computer Memory

• Memory Cell & Organization

• Types of Memory (Primary And Secondary) : RAM , ROM , PROM , EPROM

Secondary Storage Devices (FD, CD, HD, Pen drive, DVD, Tape Drive, DAT)

4. I/O Devices

• Input Devices: Touch screen, OMR, OBR, OCR, Light pen, Scanners

• Output Devices: Digitizers, Plotters, LCD, Plasma Display, Printers

UNIT – III

5 **GUI Operating System :** Mouse Practice, Starting, Login, Shutdown, Exploring Directories, Resizing, Moving, Minimizing, closing of software windows, familiarization with file icons, Launching Applications, Deleting, Renaming files, Managing Directories, Searching for files, Using Accessories.

UNIT – IV

Ms- Office (Ms- Word)

Word Processing Tool: Menus, Shortcut menus, Toolbars, Customizing toolbars, Creating and opening documents, Saving documents, Renaming documents, Working on multiple documents, Close a document ;

Working With Text: Typing and inserting text, Selecting text, Deleting text, Undo, Formatting toolbar, Format Painter, Formatting Paragraphs: Paragraph attributes, Moving, copying, and pasting text, The clipboard, Columns, Drop caps; **Styles:** Apply a style, Apply a style from the style dialog box, Create a new styles from a model, Create a simple style from the style dialog box, Modify or rename a style, Delete a style;

Lists: Bulleted and numbered lists, Nested lists, Formatting lists

Tables: Insert Table button, Draw a table, Inserting rows and columns, Moving and resizing a table, Tables and Borders toolbar, Table properties
Graphics: Adding clip art, Add an image from a file, editing a graphic, AutoShapes;
Spelling and Grammar: AutoCorrect, Spelling and grammar check, Synonyms, Thesaurus;
Page Formatting: Page margins, Page size and orientation, Headers and footers, Page numbers, Print preview and printing.

Note:

The above practical is to be conducted using the either Microsoft-Office or Open Office.

WWW.tutorialspoint.com

WWW.w3schools.com

Text Books:

1. Fundamentals of Information Technology; By Chetan Srivastava, Kalyani Publishers
2. Fundamentals of Computers: By V.Rajaraman, PHI Publication,IVth Edition.
3. Fundamentals of Programming: By Raj K.Jain, S.Chand Publication

Reference Books:

1. Computer Fundamental By B.Ram, BPB Publication.

Mitra Sadhana Shikshan Prasarak Mandal's

Rajrshi Shahu Arts,Commerce & Science College Pathri

Bachelor of Vocational (Accounting)

Syllabus

Semester I

Skill Education Components

Basic Accounting-I (ACC 201-T)

Students will acquire skills necessary to support the recording and maintenance of financial records and preparation of basic financial statements for sole traders, partnerships, companies and non-profit making organizations.

Unit - I. Introduction to Book-keeping and Accountancy

Meaning, & Definition of Book-keeping and Accountancy, Objectives, Importance & Utility of Book-keeping, Difference between Book-keeping and Accountancy, Basis of Accounting, **Basic Accounting Terminologies**, Accounting Concepts and Accounting cycle.,

Unit -II. Book –Keeping System

Single Entry and Double Entry Book-keeping system, Meaning, Importance and Advantages of Double Entry Book-keeping System, **Classification of Accounts**: Personal Accounts & Impersonal Accounts- Real Accounts & Nominal Accounts, Rules for different accounts for passing entries, Accounting Equations, Rules of Debit & Credit for Asset, Liabilities, Capital, Expenses & Revenues in Modern Approach

Unit- III. Journal & Subsidiary Books:-

Introduction, Meaning, Importance & Utility of Journal, Format of Journal, Journal Entries With Narration., **Subsidiary Books** -Meaning, Need, & Specimen of Different Subsidiary Books- Cash Books, Analytical Petty Cash Book, Purchase Book, Sales Book, Purchase Return Book, Sales Return Book, Bank Book, Journal Proper.

Unit-IV. Ledger and Trial Balance

Meaning, Need and Content of Ledger, Specimen of Ledger, Posting of Entries From Subsidiary Books to Ledger, Balancing of Ledger Accounts, **Trial Balance** -Meaning, Definition, Purposes of Trial Balance, Preparation of Trial Balance from Given Balances of Accounts.

Unit V. Financial Statements of Proprietary Concern

Elements of Financial Statements, Preparation of Trading Account, Preparation of Profit and Loss Account, Preparation of Balance Sheet, Effect of Following Adjustment -Closing Stock, Depreciation, Bad and Doubtful Debts, Provision for Discount on Debtors and Creditors, Outstanding Expenses, Prepaid Expenses, Accrued Income, Income Received in Advance, Drawings, Goods Distributed as Free Sample.

Suggested Book Readings :

1. Book- Keeping & Accountancy, Maharashtra State Board of Secondary and Higher Secondary Education, Pune-411004
2. S.N. Maheshwari, Introduction to Accounting, Vikas publishing house, Pvt. Ltd, NOIDA.
3. Jain & Narang, Advanced Accounting, Kalyani Publisher
4. S.K Paul, 'Accountancy Volume I & II', New Central Book Agency, Kolkata.
5. S.N. Maheshwari, Advanced Accountancy, Vikas publishing house, Pvt. Ltd, New Delhi-110014 Vol. I
6. R. Narayanswami, Financial Accounting-A Managerial Perspective, PHI.
7. Bhushan Kumar Goyal and H.N.Tiwari.'Financial Accounting, International Book House PVT Ltd.
8. D.K. Chaterjee, 'Basic Accounting, Himalay Publishing House.

Skill Education Components

Basic Accounting - II (ACC 202-T)

Unit- I Accountant:

Meaning, Definition, Functions, Role and Activities of an Accountant.

Unit- II. Source Documents Required for Accounting

Meaning, Voucher, Cash & Petty Cash Voucher, Cash & Credit Memo, Receipt, Debit & Credit Note, Pay-In-Slip, Withdrawal Slip, Cheques & their Types, Bank Pass Book, Bank Statement and Bank Advice.

Unit -III. Inventories

Meaning, Types of Inventories, Cost of Inventories, Net Realizable Value, Basis And Technique of Inventory Valuation and Record Keeping, Historical Cost Methods & Non-Historical Cost Methods.

Unit –IV. Bank Reconciliation Statements

Meaning, Need And Importance of Bank Reconciliation Statement, Reasons of Difference in Bank Balance as per Cash Book & Pass Book, Procedure of Preparation of Bank Reconciliation Statement.

Unit-V. Errors and their Rectification

Meaning & Effects of Errors, Types of Errors, Steps to Locate Errors, Errors Affecting and Not Affecting Trial Balance, Treatment of Balance of Suspense Account, Rectification Entries.

Suggested Book Readings :

1. Book- Keeping & Accountancy, Maharashtra State Board of Secondary and Higher Secondary Education, Pune-411004
2. S.N. Maheshwari, Introduction to Accounting, Vikas publishing house, Pvt. Ltd, NOIDA.
3. Jain & Narang, Advanced Accounting, Kalyani Publisher
4. S.K Paul, 'Accountancy Volume I & II', New Central Book Agency, Kolkata.
5. S.N. Maheshwari, Advanced Accountancy, Vikas publishing house, Pvt. Ltd, New Delhi-110014 Vol. I
6. D.K. Chaterjee, 'Basic Accounting, Himalay Publishing House.
7. Dr. Prashanta Athma, 'Financial Accounting and Analysis, Himalaya Publishing House.

Skill Education Components

Basic Accounting - III (ACC 203-T)

Unit- I. Financial Accounting (Theory)

Generally accepted accounting principles- Indian accounting standards.

Unit II. Branches of Accounting (Theory)

Meaning, Defination and functions of financial accounting, management accounting and cost accounting. Difference between financial accounting, management accounting and cost accounting.

Unit III. Single Entry System (Theory & Numerical)

Meaning, Definitions, Features, Advantages & Disadvantages of Single Entry System, Difference between Single Entry System & Double Entry System, Ascertainment of Profit under the Single Entry System, Conversion of Single Entry in to Double Entry.

Unit- IV. Depreciation Accounting (Theory & Numerical)

Meaning, Definition, Need And Factors Affecting of Depreciation, Methods of Computation of Depreciation, Accounting Treatment of Depreciation, Straight Line Method, Written Down Value Method, Sinking fund Method, Annuity Method and its Deference, Meaning, Objectives and Difference between Provisions & Reserves, Type of Reserve. Determining Depreciation Rates Relating to the Type of Assets, Explaining the Cost Capitalization Concept, Determining Block of Assets

Suggested Book Readings:

1. Book- Keeping & Accountancy, Maharashtra State Board of Secondary and Higher Secondary Education, Pune-411004
2. S.N. Maheshwari, Introduction to Accounting, Vikas publishing house, Pvt. Ltd, NOIDA.
3. Jain & Narang, Advanced Accounting, Kalyani Publisher
4. S.K Paul, 'Accountancy Volume I & II', New Central Book Agency, Kolkata.
5. S.N. Maheshwari, Advanced Accountancy, Vikas publishing house, Pvt. Ltd, New Delhi-110014 Vol. I
6. M.C.Shukla, T.S.Grewals and S.C. Gupta, Advanced Accounts
7. D.K. Chaterjee, 'Basic Accounting, Himalay Publishing House.
8. Dr. Prashanta Athma, 'Financial Accounting and Analysis, Himalaya Publishing House.
9. P.G. Itnal & T.P. Itnal, 'Practical in Accountancy, Atlantic Publishing.

Basic Accounting Practical - I (ACC 204-P)

1. Practical work on Classification of accounts, Analysis of transaction, Golden rules of Accounting
2. Provide the Specimen of Different Subsidiary Books- Cash Books, Analytical Petty Cash Book, Purchase Book, Sales Book, Purchase Return Book, Sales Return Book, Bank Book, Journal Proper.
3. Preparation of Trial Balance from Given Balances of Accounts.
4. Provide the Specimen Ledgers
5. Practical problem on journal entries, ledger posting and trial balance (printed forms of journal & ledger to be provide)
6. Preparation and presentation of reports of Trading Account, Profit and loss Account, ledger balances (with details) and Balance Sheet.

Basic Accounting Practical – II (ACC 205-P)

Basic Accounting-Practical-II

1. Printed Specimen formats should be used for practical work such as cash memo, credit memo, receipt, simple voucher, journal vouchers, Debit note, credit note, cheque, pay-in-slip, withdrawal slip, passbook, demand draft etc.
2. Preparation of bank reconciliation statement.
3. Errors and their Rectification: Practical problem and Treatment of Balance of Suspense Account, Rectification Entries.
4. Types of Inventories, Cost of Inventories

Basic Accounting Practical – III (ACC 206-P)

1. Indian accounting standards and their Applications
2. Branches of Accounting
3. Accounting with MS Excel
4. Ascertainment of Profit under the Single Entry System, Conversion of Single Entry in to Double Entry
5. Types of Depreciation Methods and calculation of depreciation in various methods, determining block of assets, Practical problems on various depreciation methods.

Semester II

General Education Components

Functional Marathi- II (ACC-301)

1. Business Marathi

Business Marathi course starts during the first intensive course with the introduction of the students into the world of business.

The course aims to:

- Develop the students' comprehension of business and economic texts
- Develop the students' listening skills in the field of business and economics
- Provide the students with opportunities to express business concepts by reformulating them in their own words while summarizing.

The students' competence in this aspect is measured by their ability to demonstrate their communication skills in the key business areas of meetings, negotiations, telephoning and social Marathi, as well as the ability to write memos, notes.

2. Skills development

Students are taught to develop their skills in:

Reading which includes:

Skimming, scanning, detailed reading, guessing unknown words from context, understanding text organization, recognizing argument and counter-argument; distinguishing between main information and supporting detail, fact and opinion, hypothesis versus evidence; summarizing and note-taking.

Writing includes:

- Essay content and structure (patterns of organization, paragraphing, discussion – argument/counter-argument, advantages and disadvantages, topic sentence and supporting ideas, coherence and cohesion, punctuation).
- Functions (generalization, definitions, exemplification, classification, comparison and contrast, cause and effect, process and procedure, interpretation of data).
- Style (passive constructions, avoiding verbosity)
- Punctuation

Listening includes:

- General comprehension (listening for gist, listening for detailed information, evaluating the importance of information).
- Lectures (identifying the topic and main themes, identifying relationships among major ideas, comprehending key information).

Speaking includes:

- Seminar skills (agreeing and disagreeing, clarifying, questioning, concluding).
- Presentation skills (introductions and stating the purpose, signposting, highlighting key points, summaries, conclusions).

The students' competence in skills development is measured by their ability to understand and produce written and spoken language in an educational context, to perform the following academic tasks:

- reading and understanding written academic language;
- writing assignments in an appropriate style for university study;
- listening to and comprehending spoken language (within the framework of Breakthrough level);
- speaking to colleagues and lecturers (within the framework of Breakthrough level).

Reference Books :

संदर्भ ग्रंथ:

१. शास्त्रीय मराठी व्याकरण - मो. के. दामले.

२. सुगम मराठी व्याकरण - मो. रा. वाळिंबे

३. वाड;मयीन निबंध लेखन - रा. ग. जाधव

४. संगणक परिचय - नदकिशोर दायमा

५. नभोवाणी कार्यक्रम : तंत्र-मंत्र - पुष्पा काणे

६. माहिती व तंत्रज्ञान मराठी - संपा. म.रा.मा.व.उ.मा.मं. नाशिक

७.व्यावसायिक व उपयोजित मराठी - प्रकाश मेदककर

८ मराठी शुध्दलेखन विषय नियम - मो. रा. वाळिंबे

९. वस्तुनिष्ठ आकलन आणि उपयोजित मराठी लेखन - डॉ नरेंद्र मारवाडे

१०. उयोजित मराठी ज्ञ ल. रा.नासिराबादक

११. व्यावहारिक मराठी - स्नेहल तावरे

१२. पत्रकारितेची मुलतत्वे - प्रभाकर पाध्ये

१३. व्यावहारिक मराठी - संपा. दत्तात्रय पुंड

Speaking includes:

- Seminar skills (agreeing and disagreeing, clarifying, questioning, concluding).
- Presentation skills (introductions and stating the purpose, signposting, highlighting key points, summaries, conclusions).

The students' competence in skills development is measured by their ability to understand and produce written and spoken language in an educational context, to perform the following academic tasks:

- reading and understanding written academic language;
- writing assignments in an appropriate style for university study;
- listening to and comprehending spoken language (within the framework of Breakthrough level);
- Speaking to colleagues and lecturers (within the framework of Breakthrough level).

Reference Books:

Ôãâª¼ãÃ ØãÆâ©ã:

1. ÎããÔ¨ããè¾ã ½ãÀãŸãè Ì³¾ãã‡ãŠÀ¥ã - ½ããñ. ‡ãŠñ. ª㽋Ëñ.
2. ÔãìØã½ã ½ãÀãŸãè Ì³¾ãã‡ãŠÀ¥ã - ½ããñ. Àã. Ìãããäßâºãñ
3. Ìãã¡;½ã¾ããè¶ã ãä¶ãºãâ£ãËñŒã¶ã - Àã. Øã. •ãã£ãÌã
4. ÔãâØã¥ã‡ãŠ ¹ãããäÀÞã¾ã - ¶ãªãä‡ãŠÎããñÀ ªã¾ã½ãã
5. ¶ã¼ããñÌãã¥ããè ‡ãŠã¾ãÃ‰ãŠ½ã : ¦ãâ¨ã-½ãâ¨ã - ¹ãìÓ¹ãã ‡ãŠã¥ãñ
6. ½ããããäÖ¦ããè Ìã ¦ãâ¨ã—ãã¶ã ½ãÀãŸãè - Ôãâ¹ãã. ½ã.Àã.½ãã.Ìã.„.½ãã.½ãâ. ¶ããããäÎã‡ãŠ
7.Ì¾ããÌãÔããããä¾ã‡ãŠ Ìã „¹ã¾ããñãä•ã¦ã ½ãÀãŸãè - ¹ãÆ‡ãŠãÎã ½ãñª‡ãŠ‡ãŠÀ
8 ½ãÀãŸãè ÎãÌ£ªËñŒã¶ã ãäÌãÓã¾ã ãä¶ã¾ã½ã - ½ããñ. Àã. Ìãããäßâºãñ
9. ÌãÔ¦ãÌããä¶ãÓŸ ‚ãã‡ãŠË¶ã ‚ãããä¥ã „¹ã¾ããñãä•ã¦ã ½ãÀãŸãè ËñŒã¶ã - ¡ãù ¶ãÀò³ ½ããÀÌãã¡ñ
10. „¾ããñãä•ã¦ã ½ãÀãŸãè – Ë. Àã.¶ããããäÔãÀãºããª‡ãŠ
11. Ì¾ããÌãÖãããÀ‡ãŠ ½ãÀãŸãè - Ô¶ãñÖË ¦ããÌãÀñ

Professional English- II (ACC-302)

1. Professional (ESP) English

The purpose of ESP course is to prepare the students for doing Economics, Mathematics and Statistics in English.

Development of the students' restricted knowledge in economic terms and topics includes: different economic systems, central control of economy, labor utilities, demand and supply, money, markets and monopolies, banking.

The students' competence in ESP is measured by their ability to:

Understand and interpret information presented in verbal, numerical or graphical form, organize and present ideas and statements in a clear, logical and appropriate form.

Reference Books:-

1) MSBTE Textbook - MSBTE
2) Essential English Grammar Raymond Murphy (Cambridge publication)
3) High School English Grammar & Composition – Wren & Martin (S Chand & Co.)

Professional Work- MS- Office –II & Internet (ACC-303)

Unit 1:MS- Excel

Spreadsheet Basics: Screen elements, Adding and renaming worksheets, The standard toolbar - opening, closing, saving, and more;

Modifying A Worksheet, Moving through cells, Adding worksheets, rows, and columns, Resizing rows and columns, Selecting cells, Moving and copying cells,, Freeze panes;

Formatting Cells: Formatting toolbar, Format Cells dialog box, Dates and times; **Formulas and Functions:** Formulas, Linking worksheets, Relative, absolute, and mixed referencing, basic functions, Function Wizard, Auto sum,

Sorting and Filling: Basic ascending and descending sorts, Complex sorts, Autofill; Alternating text and numbers with Auto fill, Auto filling functions; Graphics; Adding clip art; Add an image from a file; Editing a graphics; AutoShapes;

Charts: Chart Wizard; Resizing a chart; Moving a chart, Chart formatting toolbar; **Page Properties andPrinting:** Page breaks, Page orientation, Margins, Headers, footers, and page numbers, Print Preview, Print; Keyboard Shortcuts.

Unit 2:MS- PowerPoint

Presentation Tool: AutoContent Wizard, Create a presentation from a template, Create a blank presentation, Open an existing presentation, Auto Layout, **Presentation Screen:** Screen layout, Views, Working with Slides: Insert a new slide, Applying a design template, Changing slide layouts, Reordering slides, Hide slides, Create a custom slide show, Edit a custom slide show

Adding Content: Resizing a text box, Text box properties, Delete a text box, Bulleted lists, Numbered lists, Adding notes, Video and Audio

Working with Text: Adding text, Editing options, Formatting text, Replace fonts, Line spacing, Change case Spelling check

Color& Background: Color schemes, Backgrounds, Graphics, Adding clip art, adding an image from a file, editing a graphic, AutoShapes,

WordArt Slide Effects: Action buttons, Slide animation, Animation preview, Slide transitions, Slide show options, Master Slides, Slide master, Header and footer, Slide numbers, Date and time Saving and Printing, Save as a web page, Page setup, Print

Unit 3:

Web Browser: Basic Browsing, Buttons: forward, backward, home, adding to favourites, stop, save, save as, Saving an Image from the Web, printing, Specifying a Home Page

Browsing: Using Web URLs, Anatomy of a URL, Membership Websites: Signing up for email service,

Searching: Academic Search on the web.

Unit 4: Processor

• Structure of Instruction, Description of Processor, Processor Features

Operating system Concepts

• Why Operating System?, Functions of Operating System , Booting of OS & it's type

• Types of Operating System: Batch O.S. , Multiprogramming O.S., Time Sharing O.S ,Personal Computers O.S., Network O.S.

WWW.tutorialspoint.com

WWW.w3schools.com

Text Books:

1. Fundamentals of Information Technology; By Chetan Srivastava, Kalyani Publishers
2. Fundamentals of Computers: By V.Rajaraman, PHI Publication, IVth Edition.
3. Fundamentals of Programming: By Raj K.Jain, S.Chand Publication

Reference Books:

1. Computer Fundamental By B.Ram, BPB Publication.

Semester II

Skill Education Components

Financial Accounting-I (ACC 401-T)

Unit- I. Computer in Accounting (Theory)

Introduction to Computerised Account System, Concept & Components of CAS, Features, Importance and Limitations of CAS, Codification and Grouping of Accounts, Application of CAS, Designing the Accounting Reports.

Unit -II. Accounting of Non-Trading Concern (Numerical)

Introduction, Features & Significance of Receipt & Payment Account, Income & Expenditure Account, Difference Between Profit & Loss Account And Income & Expenditure Account, Preparation of Receipt & Payment Account. Income & Expenditure Account, Balance Sheet.

Unit- III. Branch Accounts (Numerical)

Meaning, Objective, Methods of Branch Accounts- Debtor System, Stock & Debtor System.

Unit IV. Accounting for Special Transactions-I (Theory & Numerical)

a) **Bills of Exchange and Promissory Notes**: Meaning of Bills of Exchange and Promissory Notes and their Accounting Treatment; Accommodation Bills.
b) **Sale of Goods on Approval or Return Basis:** Meaning & Accounting Treatment
c) **Joint Ventures**: Meaning And Features of Joint Venture Transactions, Distinction Between Joint Venture and Partnership, Methods of Maintaining Joint Venture Accounts.

Unit V. Accounting for Special Transactions-II (Theory & Numerical)

a) Average Due Date: Meaning, Calculation of Average Due Dates in Various Situation.
b) Account Current: Meaning of Account Current. Methods of Preparing Account Current.

Suggested Book Readings:

1. S.N. Maheshwari, Introduction to Accounting, Vikas publishing house, Pvt. Ltd.
2. Jain & Narang, Advanced Accounting, Kalyani Publisher
3. S.K Paul, 'Accountancy Volum I & II', New Central Book Agency, Kolkata.
4. H.R. Kotalwar, ' A New Approach to Accountancy' Discovery Publishers, Maharashtra Nagar, MIDC Road Latur-413531
5. P.C. Tulsian, 'Advanced Accountancy', Tata Mcgraw –Hill Publishing Company Ltd, New Delhi.
6. Prof. C.M. Tembhurnekar, Dr. Alok Dwivedi, Computerized Accounting, sai Jyoti Publication

Skill Education Components

Financial Accounting- II (ACC 402-T)

Unit -I. Accounting for Partnership Firm (Theory & Numerical)

Meaning & definition of partnership, Admission of a partner, Retirement and death of a partner, Dissolution of partnership firms

Unit - II. Final Accounts of Partnership Firm (Numerical)

Introduction to partnership, & Necessity of preparation of final accounts, Preparation of Trading Account & Profit and Loss Account & Balance Sheet with various adjustments.

Unit- III. Final Accounts of Co-operative Societies (Numerical)

[Credit Co-op Societies and Consumers Co-op Societies only], Allocation of profit as per Maharashtra Co-operative Societies' Act, Final accounts of Credit Co-op. Society and Consumers Co-operative Society.

Unit -IV. Company Final Account (Numerical)

Final Accounts: Manufacturing Account, Trading & Profit and Loss Account, Balance Sheet, Adjustment Entries.

Suggested Book Readings:

1. **H.**R. Kotalwar, ' A New Approach to Accountancy' Discovery Publishers, Maharashtra Nagar, MIDC Road Latur-413531
2. P.C. Tulsian, 'Advanced Accountancy', Tata Mcgraw –Hill Publishing Company Ltd, New Delhi.
3. Jain & Narang, Advanced Accounting, Kalyani Publisher.
4. P.G. Itnal & T.P. Itnal, 'Practical in Accountancy, Atlantic Publishing.
5. S. N. Maheshwari and S.K. Maheshwari, Advanced Accountacy, Vikas Publishing house.

Skill Education Components

Tally ERP 9 with GST (ACC 403-T)

Unit I Introduction to Tally:-

Fundamentals of Computerized Accounting, Computerized Accounting Vs. Manual Accounting, Architecture and Customization of Tally, Features of Tally, Configuration of Tally-Accounting groups.

Unit II Accounting with Tally-:

Creation of new Company, Creation of groups, Ledger, Vouchers, Voucher entry, Payment voucher , Receipt voucher, Sales voucher, Purchase voucher, Contra voucher, Journal voucher, Editing and deleting vouchers, Bank reconciliations, Bill wise details, Order processing, Accounting reports, Export and import of data, Printing of vouchers, bills and reports, web enabled reporting and online support

Unit III. Tally Inventory Management:-

Introduction to inventory, Creation of stock category, Creation of stock group, Creation of stock items, Editing and deletion of stock items, Usage of stock in voucher entry, Stock vouchers or purchase orders, Purchase and sales orders, stock valuation methods, Inventory reports.

Unit IV. GST application in Tally:-

Practical: Introduction to GST in Tally, Accounting Voucher in Tally, Inventory Voucher in Tally, Bill-Wise Details in Payment voucher entry, printing in Tally

Financial Accounting Practical- I (ACC 404-P)

1. Codification and grouping of accounts, Application of CAS, Designing the accounting reports.
2. understand the accounting software used by the company
3. Collection of various Bank documents like Account Opening Form, Pay-in-Slip, Various types of Cheque, Pass Book or Bank Statement and a request for purchase of Demand Draft. State the utility of each document.
4. Assignment to Students is given by the teacher along with the copy of Income and Expenditure A/c. and Profit and Loss A/c. Students should prepare a brief report in the basis of Home Assignment
5. Preparation of Receipt & Payment Account, Income & Expenditure Account and Balance Sheet.
6. Methods of Branch Accounts- Debtor System, Stock & Debtor System. Practical problems on debtor system and stock and debtor system
7. Bills of Exchange and Promissory Notes and their Accounting Treatment; Accommodation Bills.

Financial Accounting Practical - II (ACC 405-P)

1. Preparation of Final Accounts of Partnership.
2. Preparation of Final accounts of Credit Co-op. Society and Consumers Co-operative Society.
3. Preparation of Company Final Account

Tally ERP 9 with GST Practical – I (ACC 406-P)

Following practical shall be executed in Tally ERP 9 or any other version of Tally package.

a. Create, Alter, Remove a Company in Tally.

b. Creation and Deletion of Groups.

c. Creating the Ledger Account.

d. Create, Alter, Remove a Company in Tally,

e. Creation and Deletion of Groups, Creating the Ledger Account,

f. Creating a Balance Sheet, Creating Tally Vouchers,

g. Creating Sales and Purchase Ledgers

h. Creation of stock category, Creation of stock group, Creation of stock items,

i. Editing and deletion of stock items, Usage of stock in voucher entry, Stock vouchers or purchase orders, Purchase and sales orders, stock valuation methods, Inventory reports.

j. **GST application in Tally:-**

k. Accounting Voucher in Tally, Inventory Voucher in Tally, Bill-Wise Details in Payment voucher entry, printing in Tally

PATTERN OF QUESTION PAPERS

Subject Code No: ACN----

Faculty of Commerce and Management

B. Voc. F. Y. (Sem. I) Examination Mar/Apr 2019

Accounting

Subject: -------

[Time: Three Hours][Max. Marks: 80]

Please check whether you have got the right question paper

N.B i) Q.1 is compulsory.

ii) Use black and blue pen only.

iii)Use of any signs attracting attentions is prohibited.

Q. 1. Answer the following questions in two or three sentences each. (2 X 10=20) **20**

1)

2)

3)

4)

5)

6)

7)

8)

9)

10)

Q. 2. Write Short Notes On: (Any Three) (5 X 3 = 15)15

1)

2)

3)

4)

Q.3 Attempt any Three of the following in details. (15 X 3= 45) **45**

1)2)

3)

4)

PRINCIPAL
Rajarshi Shahu Arts, Comm. & Science
College Pathri, Tq. Phulambri,
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