

Rayat Shikshan Sanstha's
Arts, Science & Commerce, College, Mokhada
Department of Commerce
Short Term Course – Business Accounting
Board of Studies – 2019 – 20



Sr. No.	Designation	Name of the person
1	Chairman	Dr. Jadhav J.G. (Principal)
2	Member	Prof. Warghade J. B. (Head of Commerce Department)
3	Member	Dr. Hemant Mukane (Expert)
4	Member	Prof. Chothe V. G. (Co-ordinator)
5	Member	Dr. Mamlayya A.B. (IQAC Co-ordinator)

Minutes of the Meeting

Board of Studies meeting of the Short term Course of Certificate Course in Business Accounting was conducted on 25-06-2019 at 12.00 PM in the Department of Commerce. The following members were present in the meeting.

Following Points are discussed in this meeting.

1. Syllabus formation of Business Accounting short term course.
2. Dissemination of work
3. Encouragement of Student
4. Exam of short term course

Co-Ordinator

Head / विभागप्रमुख
Department of Commerce/वाणिज्य विभाग

Principal

Arts Science and Commerce College
Mokhada, Dist. Palghar

Members

Warghade J. B. -

Mukane H. B. -

chothe V. G. -

Mamlayya A. B. -



Rayat Shikshan Sanstha's

Arts, Science & Commerce, College, Mokhada


Department of Commerce

Short Term Course – Business Accounting

Notice

Date – 06/07/2019

All the students of T.Y. B.Com. Classes are hereby informed the department of Commerce organizes a Short Term Course of Certificate Course in Business Accounting So, Interested student contact to Prof. Warghade J.B. till 16th July 2019 for the admission for this course.


Course Co-ordinator
Short Term Course


Head / विभागप्रमुख
Department of Commerce / वाणिज्य विभाग


Principal
Arts Science and Commerce College
Mokhada, Dist. Palghar



Rayat Shikshan Sanstha's
Arts, Science & Commerce College Mokhada, Tal-Mokhada, Dist-Palghar.
Department Of Commerce


A Short Term Course- CERTIFICATE COURSES IN BUSINESS ACCOUNTING

Time Table
(2019-2020)

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11.00 to 12.00	Prof. J. B. Warghade	Prof. J. B. Warghade	Prof. J. B. Warghade	Prof. J. B. Warghade	Prof. J. B. Warghade	Prof. J. B. Warghade
12.00 to 1.00	Prof. J. B. Warghade	Prof. J. B. Warghade	Prof. J. B. Warghade	Prof. J. B. Warghade	Prof. J. B. Warghade	Prof. J. B. Warghade


Co Ordinator


Head / HOD
विभागप्रमुख
Department of Commerce / वाणिज्य विभाग


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Mokhada, Dist. Palghar



**Rayat Shikshan Sanstha's
Arts, Science & Commerce, College, Mokhada
Dist. Palghar**

Department of Commerce

**Short Term / Certificate Course
in
USCO01 Business Accounting**

Syllabus

Duration – 03 Months

(With effect from the academic year 2019-2020)



**Rayat Shikshansh Sanstha's
Arts, Science & Commerce, College, Mokhada Dist. Palghar
Department of Commerce**

Short Term / Certificate Course in Business Accounting

Syllabus

Module -1. Introduction to Accounting **12 Lecture**

Accounting, meaning, definition, objectives, scope, basic, terms, accounting principles, branches of accounting, uses & limitations of Accounting, Concepts & Conventions, Accountings uses, Accounting information, Accounting equations – Meaning of accounting equation, compensation of accounting, effects of transactions.

Module- 2. Basic Accounting **12 Lecture**

Basic Accounting Procedure – Journal, rules of debit & credit, method of journalizing, advantage, double entry system – its advantage, ledger, meaning, utility, posting entries. Practical system of book keeping – Cashbook, types of cash book, Single column, double column, entries, Trial Balance, Objective, preparation, errors & rectification, Suspense Accounting – meaning, utility & preparation.

Module -3. Business Accounting **12 Lecture**

Bank Reconciliation:- Meaning, causes of differences, need & importance, preparation & presentation of BRS, Depreciation – meaning, methods of charging depreciation, straight line, written - down methods. 1 Statements Final Accounts – Meaning, need & objectives, types – Trading Account – Meaning, need & preparation, Profit & loss Account – meaning, Need & preparation, Balance Sheet- Meaning, need & Preparation, Final Accounts with adjustment entry.

Module - 4. Tally operations **12 Lecture**

Meaning- Importance – Accounting & Inventory Management Getting Started with Tally, Fundamental Features, Creating Masters in Tally , Voucher Entry & Invoicing , Billing, Credit Limits Basics of Banking, Interest Calculation, Simple Interest Calculation, Cost Centres and Cost Categories, Reports in Tally, GST and Essentials of Taxation.

References -

1. Basics of Accounting – Jain & Narang
2. Basic of Accounting – T. S. Grewal

Question Paper Pattern

Time – 2 Hours

Marks – 50

Note- 1. All Questions are Compulsory.

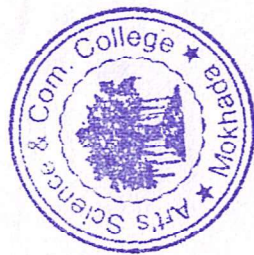
2. Right sides number indicates marks.

Q. 1. Write the answer in brief. Or	10
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Q. 2. Write the answer in brief. Or	10
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Q. 4. Write the answer in brief.	10
Q. 5. Write the answer in brief. Or	10
Q. 5. Write the answer in brief.	10



15	Damse Manoj Sakharam	Manoj Sakharam	Manoj Sakharam	Manoj Sakharam	Manoj Sakharam	Manoj Sakharam	Manoj Sakharam	Manoj Sakharam	Manoj Sakharam	Manoj Sakharam
16	Bhusare Sudhir N.	Sudhir N. Bhusare	Sudhir N. Bhusare	Sudhir N. Bhusare	Sudhir N. Bhusare	Sudhir N. Bhusare	Sudhir N. Bhusare	Sudhir N. Bhusare	Sudhir N. Bhusare	Sudhir N. Bhusare
17	Dhatrak Kaushik S.	Kaushik S. Dhatrak	Kaushik S. Dhatrak	Kaushik S. Dhatrak	Kaushik S. Dhatrak	Kaushik S. Dhatrak	Kaushik S. Dhatrak	Kaushik S. Dhatrak	Kaushik S. Dhatrak	Kaushik S. Dhatrak
18	Gate Kishori G.	Kishori G. Gate	Kishori G. Gate	Kishori G. Gate	Kishori G. Gate	Kishori G. Gate	Kishori G. Gate	Kishori G. Gate	Kishori G. Gate	Kishori G. Gate


 Course Co-ordinator
 Short Term Course



J.M.V.
PrithviPatil
 Arts Science and Commerce College
 Mokhada, Dist. Palghar

15	Damse Manoj Sakharam	MP	MP	MP	MP	MP	MP	MP	MP	MP	MP
16	Bhusare Sudhir N.	MP	MP	MP	MP	MP	MP	MP	MP	MP	MP
17	Dhatrak Kaushik S.	MP	MP	MP	MP	MP	MP	MP	MP	MP	MP
18	Gate Kishori G.	MP	MP	MP	MP	MP	MP	MP	MP	MP	MP


 Course Co-ordinator
 Short Term Course




Principal
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15	Damse Manoj Sakharam	Madhurese	Madhurese	Madhurese	Madhurese	Madhurese	Madhurese	Madhurese	Madhurese
16	Bhusare Suchir N.	SUBSARE	SUBSARE	SUBSARE	SUBSARE	SUBSARE	SUBSARE	SUBSARE	SUBSARE
17	Dhatrak Kaushik S.	Palkhane	Palkhane	Palkhane	Palkhane	Palkhane	Palkhane	Palkhane	Palkhane
18	Gate Kishori G.	Palkhane	Palkhane	Palkhane	Palkhane	Palkhane	Palkhane	Palkhane	Palkhane



Course Co-ordinator
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15	Damse Manoj Sakharam	Madhurase	Madhurase	Madhurase	Madhurase	Madhurase	Madhurase	Madhurase	Madhurase	Madhurase
16	Bhusare Sudhir N.	Sudhure	Sudhure	Sudhure	Sudhure	Sudhure	Sudhure	Sudhure	Sudhure	Sudhure
17	Dhatrak Kaushik S.	Palkhane	Palkhane	Palkhane	Palkhane	Palkhane	Palkhane	Palkhane	Palkhane	Palkhane
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16	Bhusare Sudhir N.	S. Bhusare	S. Bhusare	S. Bhusare	S. Bhusare	S. Bhusare	S. Bhusare	S. Bhusare	S. Bhusare	S. Bhusare
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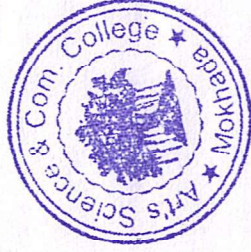

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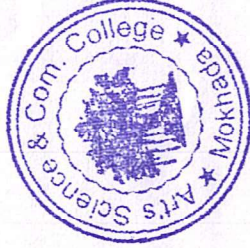

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15	Damse Manoj Sakharam	Madhure	Madhure	Madhure	Madhure	Madhure	Madhure	Madhure	Madhure	Madhure	Madhure
16	Bhusare Sudhir N.	Madhure	Madhure	Madhure	Madhure	Madhure	Madhure	Madhure	Madhure	Madhure	Madhure
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Rayat Shikshan Sanstha's
Arts, Science & Commerce, College, Mokhada
Department of Commerce
Short Term Course – Business Accounting
Exam Notice

Date – 01/02/2019

All the students of Short Term Course in Business Accounting are hereby informed that the department organizes exam on 15th April, 2020 at 12.30 am. Exam is compulsory for course, attend the same.


Course Co-ordinator




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Mokhada, Dist. Palghar



Rayat Shikshah Sanstha's
Arts, Science & Commerce, College, Mokhada Dist. Palghar

Department of Commerce

Short Term / Certificate Course in Business Accounting Exam -2019-20

Time: 2 Hrs.

Marks :50

Q. 1 What is Accounting? What are its characteristics and explain its functions. 10

Or

Q. 1 What do you mean by Accounting. Concepts and conventions? Explain any five important accounting concepts and conventions. 10

Q. 2 Pass Journal entries in the books of Ram Rahim & Bros.

1 June	Commenced Business with cash Rs. 80,000; Goods Rs. 40,000 and Furniture Rs. 20,000
2 June	Sold goods to M of the list price of Rs. 20,000 at trade discount of 10%.
4 June	M returned goods of the list price Rs. 4,000
8 June	Received from M Rs. 14,150 in full settlement of his account.
10 June	Purchased goods from Mohan of the list price of Rs. 10,000 at 15% trade discount
13 June	Returned goods to Mohan of the list price of Rs. 1,000
16 June	Settled the account of Mohan by paying cash, under a discount of 4%
18 June	Purchased goods from Arif Rs. 5,000; Sunil Rs. 10,000
19 June	Paid Rs. 9,800 to Sunil in full settlement of his account.
20 June	Paid cash to Arif Rs. 1,900 and discount received Rs. 100
20 June	Bought two 'Table Fans' for Rs. 1,200 each for the domestic use of the proprietors.
20 June	Sold goods for cash of the list price of Rs. 8,000 at 10% trade discount and 3% cash discount.
30 June	Paid Rent Rs. 800; Trade Expenses Rs. 700 and Travelling Expenses Rs. 380

Or

Q. 2 What is Imprest System of Petty Cash Book? Explain it with the help of an example. 10

Q. 3 Mr. Kumar was unable to agree the Trial Balance last year so he wrote the difference in Suspense Account.

The following errors were located in the next year :

Purchases Day Book was overcast by Rs. 10,600.

Receipt of cash from Mr. A was posted to the debit of his account Rs. 5,250.

Sales of goods to Mr. B for Rs. 4,500 was omitted to be recorded.

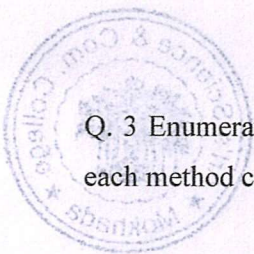
Payment of Rs. 4,579 for purchases was wrongly posted as Rs. 4,795.

A credit purchase of goods from Mr. C for Rs. 5,000 was entered as credit sales.

Rs. 560 due by Mr. D was omitted to be taken to trial balance.

10

Or



Q. 3 Enumerate the various methods for calculating depreciation and mention the circumstances under which each method can be used advantageously. 10

Q. 4 What do you mean by closing entries? Why are they passed ? Explain giving an example. 10

Or

Q. 4 From the following Balances, prepare final accounts of M/s Raman and Sons for the year ending 31st March, 2015:

Salaries Rs. 5,400; Investment Rs. 2,500; cash Rs. 400; Purchases Rs. 84,170; Rent Received Rs. 3,150; Drawings Rs. 2,100; Bills Payable Rs. 3,900; Debtors Rs. 38,080; Stock (01-04-2014) Rs. 29,500; Bank overdraft Rs. 9,700; Carriage Rs. 2,200; Creditors Rs. 4,200; Trade Expenses Rs. 4,900; Sales Returns Rs. 4,700; Machinery Rs. 12,000; Wages Rs. 45,000; Sales Rs. 1,47,200;

Purchases Returns Rs. 3,900; Capital Rs. 58,900; Closing Stock (31-03-2015) Rs. 36,200. 10

Q. 5 Explain the following adjustments giving an example for each : 10

- Accrued Expenses
- Accrued Income
- Unearned Income
- Unexpired Expenses

Or

Q. 5 On 31st May, 2015 a fire damaged the premises of Shyam Bros, and the business of the company was disorganised until 31st August, 2015. The firm is insured under a loss of profit policy for Rs. 2,20,000 with six month's period of indemnity.

The firm's accounts for the financial year ended 31st March, 2015 showed a turnover of Rs.14,00,000 with net profit of Rs. 1,60,000; the standing charges covered under insurance and debited in the accounts amounted to Rs. 4,00,000. The turnover for the twelve months ended 31st May, 2015 was Rs. 15,60,000; during the period of dislocation it was Rs. 1,60,000, whereas during the corresponding period in the preceding year it was Rs. 3,40,000. A sum of Rs. 44,800 was spent to reduce the effect of the loss, but there was no saving of standing charges as the result of fire. Prepare the claim to be submitted to the insurance company.

10

Rayat Shikshan Sanstha's
Arts, Science & Commerce, College, Mokhada
Department of Commerce
Short Term Course – Business Accounting
Result (Mark sheet) List – 2019 - 20



Sr. No.	Name of the Students	Class	Mark (Out of 50.)
1.	Choudhari Mohandas Shantaram	S.Y.B.Com.	49
2.	Dhondga Ramesh Ganpat	S.Y.B.Com.	42
3.	Dakhane Ramesh Jiva	S.Y.B.Com.	47
4.	Hile Bhavesh Prakash	S.Y.B.Com.	40
5.	Valvi Rajesh Keshav	S.Y.B.Com.	42
6.	Boy Kishore Eknath	S.Y.B.Com.	44
7.	Shaikh Anamfatema jahir	S.Y.B.Com.	46
8.	Maniyar Tanzila Jalil	S.Y.B.Com.	49
9.	Bhoye kailas pandu	S.Y.B.Com.	42
10.	Shaikh Sabha Rizvan	S.Y.B.Com.	47
11.	Gumbad Vishwas Madhukar	S.Y.B.Com.	40
12.	Chaudhari Dhananjay Mahadev	S.Y.B.Com.	42
13.	Maniyar swaliya Altaf	S.Y.B.Com.	44
14.	Kadu Nilesh Devidas	S.Y.B.Com.	46
15.	Damse Manoj Sakharam	S.Y.B.Com.	47
16.	Bhusare Sudhir N.	S.Y.B.Com.	40
17.	Dhatrak Kaushik S.	S.Y.B.Com.	42
18.	Gate Kishori G.	S.Y.B.Com.	44


Course Co-ordinator


Head / विभागप्रमुख
Department of Commerce / वाणिज्य विभाग


Principal
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Mokhada, Dist. Palghar



Rayat Shikshan Sanstha's
Arts & Science & Commerce Science College, Mokhada
Department of Commerce
Academic Year – 2019-20

Report of Certificate Course – Business Accounting

The Department of Commerce has carried out certificate course entitled “Business Accounting” in the academic year 2019-20. Total 18 students have participated in this course. The students were taught various Basic and basic business accounting practices in business. The designed curriculum was completed in the stipulated time and exam was conducted to check the skills oriented by the students. All students have successfully completed this course.


Co-ordinator


Head HOD विभागप्रमुख
Department of Commerce / वाणिज्य विभाग


Principal
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Mokhada, Dist. Palghar