

## ELEMENTS OF ACCOUNTING

Time: 3 hrs

### PRACTICAL

Marks : 50

- Preparation of basic vouchers such as cash memos, receipts, bills, invoices, debit notes and credit notes.
- Preparation of a day book.
- Use of ledger, posting of transactions recorded in vouchers to ledgers.
- Preparation of a trial balance.
- Drawing cheque, various types of crossings on a cheque.
- Pay-in- Slip, Demand Draft, Bankers cheque.
- Various endorsements of cheque/ demand draft.
- Preparation of transaction on dishonouring of a cheque.
- Preparation of cash receipts- bills of credit.

### (ii) TRADE : BANKING AND FINANCIAL SERVICES

PAPER-I

### ELEMENTS OF BANKING AND BOOK KEEPING

#### THEORY

Time : 2 hrs

|                  |                   |
|------------------|-------------------|
| <b>Theory</b>    | <b>: 30 Marks</b> |
| <b>CCE</b>       | <b>: 10 Marks</b> |
| <b>Practical</b> | <b>: 50 Marks</b> |
| <b>Total</b>     | <b>: 90Marks</b>  |

**Introduction:** Meaning and definition of banking; Functions of commercial banks, Role of banks in economic and social development, role and functions of reserve bank of India. Recent trends in Indian commercial banking under financial sector reforms.

**Lead Banks Scheme:** Lead banks Scheme, District credit and action plans, service area approach, rural banking, promotion of mutual funds and merchant banking

**Bank and the customer:** Bank-Customer relationships, need for improved service, customers rights and obligations, customer services offered by banks, banks and consumers protection act.

**Elements of book keeping :** Accounting- meaning and objectives, important basic accounting terms, kinds of accounts, recording transactions , writing the ledgers, balancing ledger accounts, day books, trial balance, final accounts, profit and loss account and balance sheet, balancing the accounts and Banks Reconciliation Statement. Book keeping system in banks. Tally:-introduction, uses, advantages, disadvantages.

**GST:** meaning, objectives, features and classifications.

## ELEMENTS OF BANKING AND BOOK KEEPING

**Time: 3 hrs**

**PRACTICAL**

**Marks : 50**

- Visit to a bank branch and observing functions of various departments in a bank.
- **Make slides showing the types of Accounts.**
- Make an assignment on accounting equations.
- Practice 10 Journal entries, post them into ledger and prepare trial balance.
- Prepare a format of final accounts.

Note: It is suggested that the students may be taken to a bank branch so that they get an idea of the different books used in the bank and the way they are written, after that the students may practice in the dummy bank.

**PAPER-II**

**DEPOSIT ACCOUNTS AND FINANCIAL SERVICES**

**THEORY**

**Time : 2 hrs**

|                  |                   |
|------------------|-------------------|
| <b>Theory</b>    | <b>: 30 Marks</b> |
| <b>CCE</b>       | <b>: 10 Marks</b> |
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Types of bank accounts: savings accounts, current accounts, fixed deposit accounts, recurring deposit accounts: Meaning, features, opening, closing and operation a bank accounts, application of bank accounts for different customers i.e individual/ single account, joint account, minors account, account for illiterates, sole preparatory, partnership firms, private and public limited companies, societies, trust accounts, club accounts etc. accounts for non- trading concerns, closing of an account, settlement of balance in deceased's account, In fixed deposit account , payment on due date, renewal of deposit account, payment before due date, transferring of term deposit account. Loss of term deposit receipt and procedure for duplicate issue.

Public provident fund: meaning and features.

Define concepts: Interest rate, Bank rate, Repo rate, Reverse repo rate, CRR, SLR, ICRR, Monetary policy.

### **Financial Management**

Meaning, Objectives, Functions, Advantages and Disadvantages. Financial

Planning

Importance, Features, Objectives, Capital Structure - Fixed and Working. Capital

Market

Meaning, Elements, Nature, Function, Types of Capital Market, Shares, Debentures and Bonds -  
Meaning and Difference.

Money Market

Constituents, Functions, Security Exchange Board of India (SEBI), Objectives of SEBI, Functions of SEBI.

Stock Exchange

Meaning, Functions, Listing of Securities, Procedure of Dealing at Stock Exchange, Operators (Brokers, Bulls and Bears) in Stock Exchange, National Stock Exchange, Over the Counter Exchange of India.

### DEPOSIT ACCOUNTS AND FINANCIAL SERVICES

**Time: 3 hrs**

**PRACTICAL**

**Marks : 50**

Bank Accounts: Account opening forms, how to fill in, specimen signature cards, preparation of pay-in-slips, issuing of cheque books, entries in cheque book issue register, withdrawal forms, minors declaration forms, payment of cheque/withdrawals, stop payment instructions, posting of clearing vouchers/ cheque, calculation of half yearly products and interest, entries in pass books, transferring an account from one branch to another and settlement of claims in deceased's account, account holders particularly partnerships firms and companies, recording of mandate letters and power of attorney in respective registers. Filling up of account opening forms for various types of TD accounts, (fixed/short deposit account). Exercises on rates of interest, calculation of due dates. issue of pass books, loss of pass books, duplicate pass books, recovery of charges/interests on late installment payments.

**Enlisting of various firms providing financial services to your locality in relation to various services provided by them.**

To prepare a project report of a firm providing services of sale and purchase of shares.

Make a report on working of top five companies and their performance.

Make a report of any Financial Institution and write the functions performed by its Manager.

Visit any financial institution/ banks and enlist financial services provided by them.

**PAPER-III**

**HOUSE KEEPING IN BANKS**

**THEORY**

**Time : 2 hrs**

|                  |                   |
|------------------|-------------------|
| <b>Theory</b>    | <b>: 30 Marks</b> |
| <b>CCE</b>       | <b>: 10 Marks</b> |
| <b>Practical</b> | <b>: 50 Marks</b> |
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House Keeping: Meaning, objectives, application of Double Entry System of Book keeping to bank transactions. Vouchers – Importance and its preparation, various types of transactions – Cash Receipts / Payments and currency chests, Clearing outward/inward and clearing house, Transfer vouchers and Transfer scroll. Various books of accounts maintained in the banks, day to day transactions, records

thereof, writing of subsidiaries/supplementary books, day book, general ledger and general ledger balance book, periodical balancing of accounts, tallying of various accounts, control mechanism and preventive measures for good house keeping, rotation of duties, checking and double checking. Dual control aspect for cash and sensitive items of stationery.

Negotiable Instruments and relevant Acts: Meaning and kinds of cheque, bill of exchange, promissory note, meaning of hundies, bank drafts, endorsements, crossing, payment of cheque precautions/rotation to collecting/paying banker, stop payment instructions, legal position regarding payments, dishonor of cheque, forged cheque, different types of bills collection/payment, calculation of due dates and disposal of unpaid bills. Statement of inter branch transactions-Branch Daily Statement.

Establishment work: Salary, leave, medical bills, travelling expenses/allowances bill, calculation of Income- Tax, perquisites, maintenance of staff record/staff files. Branch accounts with other banks viz. RBI/SBI – maintenance procedure, entries, periodical reconciliation.

Branch Premises: Owned/rented-expenses on maintenance. Accounting procedure, Branch up keep and cleanliness.

Furniture and fixtures and other fixed assets: Acquisition, tender system, records, numbering and periodical balancing. System of disposal/write off of furniture and fixtures.

Stationery: Objectives, proper records, purchase, maintenance of records. Time duration for maintenance of various files/records.

## **HOUSE KEEPING IN BANKS**

**Time: 3 hrs**

**PRACTICAL**

**Marks : 50**

House Keeping: Sorting of vouchers according to ledger/departments and also to observe that vouchers are passed by the authorized officers, see that vouchers are branded with the appropriate stamp, enter all the vouchers in related subsidiary books, writing the total number and signature, totaling all the subsidiary/day books, tallying the same with the day book, posting in general ledger. Periodical balancing of accounts.

Preparation of Vouchers: Scrutiny of vouchers, posting of debit and credit vouchers, preparation of vouchers relating to debit entries for receiving cash/cheques, preparing vouchers for receiving/paying cash, preparation of transfer vouchers, reversing an entry or a voucher and clearing vouchers.

Handling Cash: Practising procedure followed in the cash department of a bank for receiving cash, various steps, counting the notes carefully and quickly, sorting out the notes denomination wise in packets, counting the coins and sorting out denomination wise, examining and ensuring that they are genuine, signing the pay-in-slip form and affix cash received date stamp, preparation of cashiers receipt scroll, preparing packets of 100 pieces of notes and tallying the total number of receipt and payment vouchers with the cash book.

Clearing: Receiving outstation cheques and entering in the clearing register, stamping the cheques and sorting

them bankwise, preparing schedule for each bank and general summary, exchanging the cheques in clearing house, preparing adjustment vouchers, entering the clearing register and balancing.

Negotiable Instruments: Practical exercises on cheques, bill of exchange and draft, crossing, endorsement, discounting, clean and documentary bills, collection of bills.

Establishment: Different cases of scrutiny of salary payments, maintenance of leave records, scrutiny of calculation of income tax, perquisite value, medical bills, travelling expenses etc.

### (iii) TRADE : MARKETING

#### PAPER-I

#### BASIC MANAGEMENT

#### THEORY

Time : 2 hrs

|                  |                   |
|------------------|-------------------|
| <b>Theory</b>    | <b>: 30 Marks</b> |
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- **Management**

Meaning, Features, Objectives, Functions of Management, Role of a Manager in an Organization, Five Steps to Grow Your Business with Marketing Strategies, Marketing Manager: Duties and Job Description of Marketing Manager.

- **Planning**

Meaning, Features, Importance, Advantages and Limitations.

- **Organization**

Meaning, Features, Objectives, Principles, Formal and Informal Organization.

- **Delegation**

Meaning, Principles, Responsibility, Accountability, Centralization and Decentralization.

- **Staffing**

Meaning, Human Resource Management, Recruitment, Training, Wage Payment.

- **Directing**

Meaning, Supervision and Communication.

- **Controlling**

Meaning, Features, Importance and Limitation.