



# ASSIGNMENTS

Diploma in Accounting (DIA)

First Semester

SESSION: 2020-2021

## SUBMISSION DATES FOR ASSIGNMENTS

S.N	Course Code	Course Title	Assignment Number	Last Date of Submission
1	DIA - 01	BASIC ACCOUNTING	I	Sunday, 28 <sup>th</sup> February, 2021
2			II	Sunday, 28 <sup>th</sup> February, 2021
3	DIA - 02	FINANCIAL STATEMENTS	I	Sunday, 28 <sup>th</sup> February, 2021
4			II	Sunday, 28 <sup>th</sup> February, 2021
5	DIA - 03	APPLICATION OF COMPUTERS IN FINANCIAL ACCOUNTING	I	Sunday, 28 <sup>th</sup> February, 2021
6				

Please read the instructions carefully before attempting assignment questions.

## INSTRUCTIONS FOR DOING ASSIGNMENTS

Dear Learner,

You are required to submit your assignment response within the stipulated time in order to become eligible to appear in the term-end examination. The assignments will be evaluated by the counsellors at your Study Centre. Please submit your assignment response to the Coordinator of your Study Center. For a 4 credit course, there is one Assignment and for 6/8 credit course, there must be minimum 02(two) Assignment.

### Purpose of Assignments:

1. Assignments are part of the continuous evaluation process in Open and Distance Learning (ODL) system. Due weightage is given to the marks/grades you obtain in assignments. This will help you for better performance in the term-end examination. If you secure good grades/marks in assignments, your overall performance will improve.
2. Assignments are also a part of the teaching-learning process in the ODL system. Your assignment, after evaluation, will be returned back to you with specific and general comments by the evaluator. This will help you to know your strength as well as your weakness. Thus, it will establish two-way communication between learner and evaluator.

### How to Write Assignments:

Please read the instructions for writing the response of an assignment before you start writing your answer.

1. Write your name, programme code, the course title, enrolment no. and study centre name with code in the top sheet of the assignment answer booklet. The format is given below.

PROGRAMME TITLE: \_\_\_\_\_

ENROLMENT No.: \_\_\_\_\_ NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

COURSE CODE: \_\_\_\_\_ COURSE TITLE: \_\_\_\_\_

ASSIGNMENT CODE: \_\_\_\_\_ STUDY CENTRE: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

2. Before attempting the assignments, please go through the course materials carefully, understand the same and write answers in your own language and style.
3. Write the answers in your own handwriting. Give sufficient margin in the left side of each page so that the evaluator will give comments on each paragraph/page.
4. Your handwriting should be neat and readable.

### Weightage for each Assignments:

1. Each Theory Assignment will carry 25% weightage and term-end examination will carry 75% weightage.
2. Each assignment will be of 100 marks. But it will carry 25% weightage.
3. You have to score minimum pass mark i.e. 40% or P (Pass) Grade in 10-point scale for each assignment. In case you do not submit the assignment or get fail mark in the assignment you have to re-submit in the next year.

DIPLOMA IN ACCOUNTING (DIA)  
**Basic Accounting (DIA-01)**  
ASSIGNMENT - I

**Answer All the Questions:**

**Full Marks: 100**

**GROUP A**

**1. Explain the following terms in one word/sentence.**

**(1 x 10 = 10 Marks )**

- a) Conservatism
- b) Mercantile System
- c) Anti-Dated Cheque
- d) Intangible Fixed Assets
- e) Contingent Liability
- f) Tax Accounting
- g) Revenue Expenditure
- h) Impersonal Account
- i) Cash Management
- j) IFSC Code

**GROUP B**

**2. Answer the following questions (in 100 words)**

**(4 x 5 = 20 Marks)**

- a) Write the distinction between partial endorsement and restrictive endorsement.
- b) Is Cash Book a Journal or a Ledger?
- c) State the importance of preparing Bank Reconciliation System
- d) What is the accounting treatment of trade discount in Sales Book?

**GROUP C**

**3. Answer the following questions (in 200 words)**

**(4 x 10 = 40 Marks)**

- a. Explain the rule “ For Every Debit, There is a Credit”
- b. What do you mean by accounting concept? Explain Accounting Period Concept and Going Concern Concept.
- c. When Bookkeeping Ends, Accounting Starts” Explain.
- d. What is Bank Reconciliation Statement? What is its need?

**GROUP D****(2 x 15 = 30 Marks)****4. Prepare a Double Column Cash Book from the following transactions**

Jan 1	Balance of Cash in Hand	Rs 700
Jan 2	purchased goods on credit from Mr X	Rs 1250
Jan 3	Paid carriage on Goods Purchased	Rs 50
Jan 4	Paid to Mr X on full settlement	Rs 1200
Jan 10	Sale of Old News Papers	Rs 100
Jan 12	Withdrawn from Bank	Rs 300
Jan 15	Sale of Old Machinery	Rs 500
Jan 17	Paid Salaries	Rs 250
Jan 19	Deposited into Bank	Rs 700
Jan 21	Cash Sales	Rs 600
Jan 22	Paid to Mr Y by cheque and allowed him discount	Rs 168 (Rs 32)
Jan 25	Bank notifies that Mr Y's cheque has been dishonoured.	
Jan 26	Paid Charity	Rs 125

**5. Pass the journal entries from the following transactions of Chandra and post them into ledger:**

Dec 1	Started business with Cash	Rs 10,000
Dec 2	Purchase Goods for Cash	Rs 2500
Dec 4	Cash received from Deepak	Rs 1500
Dec 6	Cash Deposited into Bank	Rs 1250
Dec 7	Cash Sales	Rs 900
Dec 9	Goods Purchased from Murali	Rs 3000
Dec 12	Paid Cash for Stationery	Rs 700
Dec 18	Paid Cash to Mubarakh in full settlement of Rs 300	Rs 290
Dec 21	Paid Salaries for the MOnth	Rs 2000
Dec 24	Interest on Capital	Rs 150
Dec 29	Paid to Murali in full settlement	Rs 2850

**DIPLOMA IN ACCOUNTING (DIA)**  
**Basic Accounting (DIA-01)**  
**ASSIGNMENT - II**

**Answer all the questions.**

**(Full Marks: 100)**

**Group-A**

**1. Explain the following terms.**

**(1x10=10 Marks)**

- a) Entity Concept
- b) Liability
- c) Intangible Asset.
- d) Ledger Account
- e) Special Purpose Books
- f) Trade Discount
- g) Petty Cash Book
- h) Accounting Equation
- i) Nominal Account
- j) Narration

**Group-B**

**2. Answer the followings in 100 words.**

**(5x4= 20 Marks)**

- a) What are the golden rules of accounting?
- b) Explain any two accounting concepts.
- c) Distinguish between accounting concepts and conventions.
- d) What is an accounting cycle?

**Group-C**

**3. Answer the followings within 200 words for each.**

**(10x4 = 40 Marks)**

- a) Define a Cash Book. What are the different types of Cash-Book? Draw a specimen of a Triple column Cash book and explain contra entry in it with an example.
- b) Enumerate the various accounting Conventions in details.
- c) What is the purpose of Bank Reconciliation Statement? Explain the process of preparing it.
- d) What is a Petty Cash-Book? Why it is Prepared? How it is prepared Under Imprest system?

**Group D**

**4. Answer the followings within 300 words each**

**(15 x 2 = 30 Marks)**

- a) On 31st December, 2016 the Cash Book of Madhab showed a debit balance of Rs 1,850. On comparing the cash book with the pass book, the following discrepancies were noted:
  - Cheques issued Rs 6000 were not presented at Bank by 31-12-2016
  - Cheques for Rs. 8,000 were deposited in Bank but were not cleared
  - A cheque for Rs. 200 received from Dhanban and deposited in bank was dishonored No advice for non-payment was received from bank till 1.1.2017.
  - A cheque for Rs. 510 was paid into Bank but credited the amount with Rs. 501 by mistake
  - Bank received interest on Debentures on behalf of Madhab amounting to Rs. 250
  - A cheque for Rs. 500 entered into cash book was omitted to be banked.

Prepare a Bank Reconciliation Statement and show the balance as per pass book.

- b) What is the use of Journal proper? List the transactions which can be entered in Journal Proper. Also state the difference between general journal and special journal.

**DIPLOMA IN ACCOUNTING  
FINANCIAL STATEMENT (DIA 02)  
ASSIGNMENT 01**

**Answer All the Questions:**

**Full Marks: 100**

**GROUP A**

**1. Explain the following terms in one word/sentence.**

**Marks 1 x 10 = 10**

- a) Cheque
- b) Bank Overdraft
- c) Provision for Discount
- d) Bill after sight
- e) Compensating Error
- f) Amortisation
- g) Retiring of bill
- h) Overcasting
- i) Sinking Fund
- j) Negative Balance of Capital Account

**GROUP B**

**2. Answer the following questions (in 100 words each)**

**Marks 4 x 5 = 20**

- a) A transaction is recorded in a wrong book of original entry with the wrong amount. Will it affect the trial balance? Justify.
- b) How profit on sale of assets is calculated?
- c) Write a note on Secret Reserve.
- d) When a drawer endorses a bill to his creditor, what entry does he make?

**GROUP C**

**3. Answer the following questions (in 200 words each)**

**Marks 4 x 10 = 40**

- a. Differentiate between Straight Line Method & Written down Method of charging Depreciation.
- b. Discuss about the dishonor of a bill of exchange.
- c. What are different types of errors in accounting?
- d. How errors are detected after the preparation of the final account?

## GROUP D

**Answer the following questions.**

**Marks 2 x 15 = 30**

- a) P draws a bill upon Q for mutual accommodation amounting to Rs 9,000 on 1st February, 2015, at three months. The bill was discounted at 10% p.a. and P remitted two-third of the proceeds to Q. On the due date P fails to remit his share to Q and therefore accepted a bill for Rs 6000 at four months. Q discounted the bill for Rs 5,400 and remits Rs 600 to P. Before the bill is due for payment, P becomes insolvent. Subsequently, a final dividend of 20 paise in a rupee is received from his estate. Pass journal entries in the books of Q and Q's account in the books of P.
- b) On 1st April, 2012, S. Ltd purchased machinery for Rs 2, 00,000. On 1st July 14 a part of the machinery purchased on 1st April, 2012 for Rs 50,000 was sold for Rs 32,000 and a new machinery at a cost of Rs 80,000 was purchased and installed on the same date. Depreciation is provided @10% on diminishing balance method. The accounts are closed on 31st march. Show machinery account and depreciation account.

**DIPLOMA IN ACCOUNTING  
FINANCIAL STATEMENT (DIA 02)**

**ASSIGNMENT 02**

**Answer All the Questions:**

**Full Marks: 100**

**GROUP A**

**1. Explain the following terms in one word / sentence.**

**Marks 1 x 10 = 10**

- a) Drawee
- b) Promissory Note
- c) Maturity of bills
- d) Amortization
- e) Scrap Value
- f) Deferred Revenue Expenditure
- g) Closing Entries
- h) Accrued Income
- i) Provision for discount
- j) Cost of Goods Sold

**GROUP B**

**2. Answer the following questions (in 100 words each)**

**Marks 4 x 5 = 20**

- a) Explain the features of a bills of exchange.
- b) Distinguish between time bill and demand bill.
- c) Give a brief note on holder in due course.
- d) Give journal entry when bill is sent for collection.

**GROUP C**

**3. Answer the following questions (in 200 words each)**

**Marks 4 x 10 = 40**

- a) State the meaning and limitations of a trial balance.
- b) Out of the following errors which can be detected by the trial balance and why?
  - Wages paid for installation of machinery debited to wages A/c.
  - Credit sale to X posted to the account of X & Co.
  - Purchase of ₹ 560 passed through the Purchase Book as ₹ 650.
  - Discount allowed to Mr. A has not been posted to his account.
- c) What is depreciation? Distinguish between straight line method and written down method.
- d) How do you treat interest on capital and interest on loan in final accounts? Give necessary journal entries with examples.

**GROUP D**

**4. Answer the following questions.**

**Marks 2 x 15 = 30**

- a) Rectify the following errors:
  - Purchase Book under cast by ₹ 100.
  - Sales Day Book wrongly totaled ₹10,230 instead of ₹10,023.
  - Credit sale to Mr. A posted in A's Account ₹670 instead of ₹570.
  - Discount received from supplier omitted to be posted to supplier account ₹150.

- Depreciation of ₹1,000 on Machinery not posted to Depreciation account.
- Total of discount column in Cash Book (receipt side) ₹375 wrongly posted to the credit side of discount account.
- Purchase of machinery of ₹5,000 wrongly passed through the purchase book.
- Repairs to machinery wrongly debited to machinery amount ₹700.
- Rent of ₹1,000 paid to Landlord debited to landlord account.
- Cheque of ₹3,500 received from S.K. Nayak credited to the account of S.K. Das.
- Sale of goods to Hari on credit amounting to ₹450 wrongly recorded in the Sales Day Book as ₹540.
- Sales of old furniture for ₹500 wrongly passed through Sales Day Book.

b) From the following trial balance of Gopinath, prepare trading & profit & loss account for the year ended December 31 2019 and balance sheet as on that date.

Name of the Account	Debit (Rs)	Credit (Rs)
Capital		27,000
Drawings	4,260	
Furniture	5,700	
Opening Stock	8,760	
Purchases & Sales	62,172	71,436
Returns	1,260	1,746
Salaries	2,640	
Rent	720	
Carriage	1,500	
Rates & Taxes	1,200	
Apprentice Premium		750
Bank Overdraft		1,200
Bad Debts	1,032	
Sundry Debtors	19,200	
Cash in Hands	288	
Sundry Creditors		6,000
Provision for Bad debts		600
Bill Receivable	1,440	
Bills Payable		1,080
Discount		360
	<b>1,10,172</b>	<b>1,10,172</b>

You are required to consider the following adjustments:

- Stock on December 31 2019 was values at Rs 10,200 /-
- Provide for doubtful debts @ 5% & on sundry debtors and discount on creditors @ 2%
- Rent Due was Rs 160
- Taxes of Rs 320 was paid in advance
- Depreciation on furniture @ 10 % p.a
- Apprentice premium of Rs 120 was to be carried forward.
- Calculate interest on capital @ 5% p.a

**DIPLOMA IN ACCOUNTING  
APPLICATION OF COMPUTERS IN FINANCIAL ACCOUNTING (DIA 03)  
ASSIGNMENT 01**

**Answer All the Questions:**

**Full Marks: 100**

**GROUP A**

**1) Explain the following terms in one word/sentence.**

**Marks 1 x 10 = 10**

- a) Data Isolation
- b) DBMS
- c) Accounting Period Concept
- d) Convention of Materiality
- e) Accounting Report
- f) Group Footer
- g) Wizard Method
- h) OLE
- i) Hyperlink
- j) Pyramid Charts

**GROUP B**

**2) Answer the following questions (in 100 words each)**

**Marks 4 x 5 = 20**

- a) How data is interpreted in Charts?
- b) State the Uses of Excel in the business world.
- c) How to Make Pie Chart in Excel?
- d) Differentiate between Single Entry System and Double Entry System.

**GROUP C**

**3) Answer the following questions (in 200 words each)**

**Marks 4 x 10 = 40**

- a) Describe the salient features of chart and graph.
- b) Write a note on Gantt chart.
- c) What do you mean by Scatter Plots?
- d) Briefly write the history of database system.

**GROUP D**

**4) Answer the following questions within 300 words.**

**Marks 2 x 15 = 30**

- a) What is a database system? Explain its uses along with its advantages and disadvantages.
- b) Discuss the different steps of MS Access to create tables and relationships among the database.