

Maharashtra State Board of Vocational Education Examination, Mumbai

1	Name of Course	Diploma Course in Material Management									
2	Course code	408401									
3	Max no. of Students	25 Students									
4	Duration	2 year									
5	Course Type	Full Time									
6	No. of Days per week	6 days									
7	No. of hours per day	7 Hrs									
8	Space require	Theory Class Room – 200 sqft Three Practical Lab – 500 sqft each									
9	Entry qualification	S.S.C. Pass									
10	Objective of syllabus	To get the basic knowledge of accounting & material management. To understand the techniques to reduce the overall cost of material in a company, To understand the purchase procedure to take right purchasing procedures.									
11	Employment opportunities	To work as an agent in market, assistant in a bank, shops, ware housekeeper, factories, malls & an inventory controller.									
12	Teachers Qualification	For Vocational subjects – M.Com. / M.BA. For Non-Vocational subjects - Master Degree in concern subject.									
13	Teaching Scheme –										
	Sr.	Subject	Subject Code	Clock Hours / Week					Total		
				Theory	Practical						
	1	English (Communication Skill)	90000001	2 Hrs	1 Hrs				3 Hrs		
	2	Elective – I	--	2 Hrs	1 Hrs				3 Hrs		
	3	Elective – II	--	2 Hrs	1 Hrs				3 Hrs		
	4	Financial Accounting	40840001	3 Hrs	8 Hrs				11 Hrs		
	5	Inventory Control	40840002	3 Hrs	8 Hrs				11 Hrs		
	6	Purchase & Stores Management	40840003	3 Hrs	8 Hrs				11 Hrs		
	Total									42 Hrs	
14	Internship	Two Month Summer Internship from 1 st May to 30 th June is Compulsory.									
15	Examination Scheme – Final Examination will be based on syllabus of both years.										
	Paper	Subject	Subject Code	Theory			Practical			Total	
				Duration	Max	Min	Duration	Max	Min	Max	Min
	1	English (Communication Skill)	90000001	3 Hrs	70	25	3 Hrs	30	15	100	40
	2	Elective – I	--	3 Hrs	70	25	3 Hrs	30	15	100	40
	3	Elective – II	--	3 Hrs	70	25	3 Hrs	30	15	100	40
	4	Financial Accounting	40840001	3 Hrs	100	35	3 Hrs	100	50	200	85
	5	Inventory Control	40840002	3 Hrs	100	35	3 Hrs	100	50	200	85
	6	Purchase & Stores Management	40840003	3 Hrs	100	35	3 Hrs	100	50	200	85
	Total									900	375
16	Teachers – Three Teachers per batch for vocational component. For English, Elective-I & II guest faculty on clock hour basis.										
17	a) For Elective I – Student can choose any one subject Code Subject Name 90000011 Applied Mathematics 90000012 Business Economics 90000013 Physical Biology (Botany & Zoology) 90000014 Entrepreneurship 90000015 Psychology b) For Elective II – Student can choose any one subject Code Subject Name 90000021 Applied Sciences (Physics & Chemistry) 90000022 Computer Application 90000023 Business Mathematics										

Subject Code : 40840001

Financial Accounting - 1st Year

Theory	Practical
Detailed Syllabus : 1.0. Introduction:- 1.1.What is accounting, 1.2.What is transaction, 1.3.Main object of accounting, 1.4.Uses of accounting information, 1.5. Advantage of accounting. 2.0. Basic Accounting Concepts:- 2.1.Basic accounting terms, 2.2.Basic assumption, 2.3.Basic principles of accounting, 2.4.Accounting conventions, 2.5.Double entry system of accounting 3.0.Classification of Accounts:- 3.1.Type of accounting, 3.2.Rules of debit & credit, 3.3.Application of debit-credit, 3.4.Rules-The Golden Rule 4.0.Journal & Ledger :- 4.1.Meaning & format of journal, 4.2.Procedure for making entries in the journal, 4.3.Meaning of a ledger, 4.4.Forms of ledger, 4.5.Posting balancing account 5.0.Subsidiary Books :- 5.1.Meaning, 5.2.Importance, 5.3.Need Type of subsidiary book, 5.4.Journal proper, Purchase book, 5.5.Sales book, 5.6.Purchase return book, 5.7.Sales return book etc.,	Detailed Syllabus : 1.0.Documents Used In Accounting:- 1.1.Source document used for entering transaction in the book of account 2.0. Basic Accounting Concepts :- 2.1. Study OF Accounting Standards 2.2. Study of various accounting Convention 2.3. Study of annuals report of various organization 3.0.Classification of Accounts:- 3.1. Preparation of chart showing classification of account 3.2. Project on Golden rule of account 4.0.Preparation Of Journal & Ledger :- 4.1.Format of journal & ledger 4.2.Problems solving journal & ledger 4.3.Preparation of journal & ledger 5.0.Preparation of Subsidiary Book :- 5.1.Various types of subsidiary book 5.2.Purchase book, 5.3.Sales book, 5.4.Purchase return book, 5.5.Sales return book, 5.6.Journal proper, etc.,

<p>6.0.Cash Book :-</p> <p>6.1.Meaning & Nature of the cash book, 6.2.Kinds of cash book, 6.3.Simple cash book, 6.4.Simple cash book with bank & cash column, 6.5.Cash book with cash, bank, &discount column, 6.6.Petty cash book, 6.7.Balancing cash book</p> <p>7.0. Final Accounts</p> <p>7.1. Trading Account 7.2. Profit & Loss Account 7.3. Balance Sheet</p>	<p>6.0.Preparation of Cash Book :-</p> <p>6.1.Various types of cash book 6.2.Problems based on cash book 6.3.Simple cash book 6.4.Double column cash book 6.5.Triple column cash book</p> <p>7.0. Final Accounts Of A Propreetary Concern :-</p> <p>7.1. Preparation Of Trading Account From Trail Balance 7.2. Study The Annual Report Of Different Organization 7.3. Power Point Presentation Of Final Account</p> <p>8.0.Visits :-</p> <p>8.1. 10 visits to various types of commercial bank, national bank, & sole traders</p>
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Financial Accounting- 2nd Year

Theory	Practical
Detailed Syllabus : 1.0. Bank Reconciliation Statement :- 1.1.Introduction, Needs, Causes for bank difference between 1.2.the balance shown by cash book & balance shown by 1.3.bank statement, 1.4.Format for preparation of bank reconciliation statement, 1.5.Preparation of bank reconciliation statement as per 1.6.cash book & as per pass book 2.0.Trial Balance :- 2.1.Introduction, 2.2.Balancing a ledger account, 2.3.Objects of preparing a trial balance, 2.4.Preparation of trial balance, 2.5.Reasons for disagreement of trial balance 3.0.Company Final Account :- 3.1.Financial statement & their nature, 3.2Accounting standards, 3.3Trading account, 3.4.Closing stock, 3.5.Adjustment, 3.6.Depreciation, 3.7.Closing entries, 3.8.Profit & loss account, 3.9.Balance sheet, 3.10.Limitation of Final account 4.0.Depreciation :- 4.1Meaning, 4.2.Definition, 4.3.Importance, 4.4. Need. 4.5.Types, a-Straight line method b- Written down value method 5.0.Accounting Standard:- 5.1.Utility, 5.2.Accounting standard in India, 5.3.Discount of accounting policies	Detailed Syllabus : 1.0.Preparation of Bank Reconciliation Statement:- 1.1.Preparation of bank reconciliation statement, 1.2.Causes for variance in balances of cash book & pass book, 1.3.Steps to reconcile the difference 1.4.Construct bank reconciliation statement as per balance in cash book, 1.5. Construct bank Reconciliation Statement as per pass book 2.0.Preparation of Trial Balance:- 2.1.Preparation of trial balance from various Ledger Account 2.2.Agreement Of Trial Balance 2.3.Method of preparing of trial balance 3.0.Preparation of Final Account:- 3.1.Drafting of financial statement of company study trial balance, 3.2.Various adjustment & their accounting treatment, 3.3.Preparation of trading account, 3.4.Profit & loss account & balance sheet 4.0.Calculation of Depreciation:- 4.1.Straight line method 4.2. Written down method 5.0.Preparation of Accounting Standard:- 5.1.Various accounting standard & disclosure of Accounting Policies 6.0.Visits :- Visits to various types of commercial, co-operative, 6.1Nationalized bank & sole traders i.e., 6.2.Furniture shop, 6.3.Computer trading Institute

REFERENCE

Financial Accounting

1- Advance Accounts vol-I & vol-II

By M.C Shukla (S.Chand Publisher)
T.R Grewal
S.C Gupta

2- Book-Keeping & Accountancy

By A.K Jain (Sheth Publisher)
Vidyadhar Joshi

3- Financial Accounting

By L.N Chopde (Sheth Publisher)
D.H Choudhari

Subject Code : 40840002

Subject : Inventory Control : 1st Year

Theory	Practical
1.Material Mgt Meaning, importance, functions of material mgt. purpose & function of inventory. Categories of inventory, Factor influencing inventory, Role of inventory in material management, Inventory vs stock. Inventory norms.	1.Chart showing Categories of Inventory. 2.Chart of material mgt
2.Cost of Inventory Purchasing/acquisition cost, inventory carrying cost, Stock out cost, cost & consequences. Deciding how much to order- EOQ computation, Application & limitations of EOQ. Safely stock, buffer stock. Periodic review system.	3.Practical problems on EOQ. 4.Practical problems on safety stock.
3.Inventory Control: Need & objective of inventory control, Essential of a successful inventory control system. Importance of inventory control. Mechanics of inventory control. The environment in inventory management. Organizing for inventory control.	5. Chart on types of Inventory Control Techinques
4.Inventory verification and accounting Need of inventory verification,methods of verification,advantages and disadvantages. Document of verification.Store accounting Process,documents used.Methods of material received and issued.	6. Documents used in store accounting Practical problems on the costing of material received . Problems on LIFO,FIFO & average price method Computer application in inventory method. Industrial visit

Sub: Inventory Control 2nd Year

Theory	Practical
<p>1. Inventory control technique Determining stock levels. Maximum, Minimum, Danger & reorder levels. Lead time. Methods of controlling the levels. Purchase timing & inventory management Selective Inventory Control ABC, HML, VED, SDE, FSN. Analysis. Value Analysis- meaning, value equation. Value analysis process, value analysis & cost reduction items for value analysis organization for VA.</p>	<p>1. Chart showing classification of materials. 2. Practical problems on different levels Methods of control. Control measures . 3. Lead time calculation 4. Illustration on ABC analysis</p>
<p>2. Inventory identification Identification, classification, codification. Codification methods, advantages, limitations requirements of code, international codes, coding structure design. Evolution of codes</p>	<p>5. Practical problem in codification systems imaginary illustrations in Alphabetical, Numeric & combined system. 6. Collection of different standard specification & codes used in India.</p>
<p>3. Standardization & Variety Reduction Meaning, importance & definition of standards. Specifications, advantages of standardization, Techniques of standardization, problems & constraints. Industrial standards- Indian & international. Organizing a standardization programme. Variety reduction, simplification.</p>	<p>7. Computer operations in Inventory control for material planning, accounting</p>
<p>4. Management of spare parts, work in progress Inventory, finished goods inventory. Types of spare parts, approaches to spare stocking, factors influencing WIP and finished goods inventory.</p>	<p>8. Industrial visits to study their systems.</p>

Subject Code : 40840003

Subject : Purchase & Store Management – 1st Year

<p>1. Purchase Function Meaning, objective & scope. Importance & functions. Purchase department. Purchase manager, relationship with other departments. Purchasing & material management. Purchase cycle & procedure. Right source</p>	<p>1. Chart showing material management 2. Chart of Purchase department of small Medium & large companies 3. collection of qualification details required for a Purchase Manager in different companies 4. Flow chart of Purchase cycle 5. Documents used in Purchase Procedure :- Enquiry letter , Quotation , Tender , comparative statement of quotation , Invoice & Cash Memo</p>
<p>2. Purchase Policy Make or buy, Hand to mouth, centralized vs decentralized, subcontracting, hedging, hand to mouth, forward purchasing, speculation. Cash purchase, tender system. Purchase Budget, negotiation</p>	<p>6. Proforma of Purchase Budget 7. Information of vendors Selection 8. Role play on Negotiation</p>
<p>3. Purchasing from overseas-imports Meaning, import cycle, import policy, problems on international buying, import procedure, documents required import by Air-water, Post.</p>	<p>9. Documents of Import trade</p>
<p>4. Different aids to purchase A) Transportation types B) Bank-functions and types C) Insurance-principles, types D) Packaging-importance and types</p>	<p>10. Documents used in Bank , Insurance , Transport. Its Proforma & filling up</p>

Purchase & Store Management – 2nd Year

1) Store management Storekeeping, store keeper, functions, storehouse-layout location, security measures, Types warehouse types	1) Chart showing various types of store house 2) Layout of storehouse of small medium & large organization 3) Chart showing different warehouses, 4) Proforma of warehouse receipts
2) Storage & Material Handling Equipments, Preservation of Materials Preservation of common articles in a store house Difference types of storage equipments costs involved in MH equipments. Advantages of equipments.	5) Preservation methods of common articles of store house
3) Receipt, Inspection & Issue of Store. Meaning, Procedure of receipt. Inspection of officer, stages of inspection, Inspection procedure. Issue procedure. Documents required	6) Flow chart of receipt , Inspection & Issue procedure 7) Documents used in receipt, Inspection & Issue Procedure :- Proforma & filling up
4) Legal aspects of Material Management Carriage of goods Act, Bailment, sale of Goods Act, Contract Act	8) Case studies related to the laws included in the syllabus 9) Factory visits 10) Role play