

**UNIVERSITY OF RAJASTHAN  
JAIPUR**

**FACULTY OF COMMERCE**

**DIPLOMA COURSES**

**Exam. 2014**

**(SELF FINANCE SCHEME)**

Prepared by

PK

Checked by

PK  
24/9/14

FACULTY OF COMMERCE  
DIPLOMA COURSES EXAMINATION  
SYLLABUS

POST-GRADUATE DIPLOMA IN  
COST AND WORKS ACCOUNTANCY

SCHEME OF EXAMINATION

Regulation-19-A

First Division 60% } of the aggregate marks prescribed at the Part I,  
Second Division 50% } Part II and Part III examinations taken together  
excluding the subject in which exemption has  
been granted to a candidate.

All the rest will be declared to have passed the Examination if they obtain a minimum pass marks, namely 40% in the aggregate and at least 30% marks in each paper.

- Note :
1. No division shall be awarded on the result of the Part I and Part II Examinations.
  2. In all papers in the P. G. Diploma Course in Cost & Work Accountancy, following note will be applicable :  
"The candidates shall be permitted to use battery operated pocket calculator that should not have more than 12 digits 6 functions and 2 memories and should be noiseless and cordless."

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SYLLABUS OF D.C.W.A. PART I EXAMINATION

Paper-I Business Fundamentals and Economics :

Section-A

1. Nature and Constitution of Business Houses : Sole Proprietorship, Partnership, Companies, Co-operatives, and State Enterprises.
2. Company organisation and Management : Types of Companies, Government of business, membership and Articles of Association, prospectus, Membership, Share Capital, Dividends, Board of Directors, Statutory and general Meetings.

Section-B

3. Working systems of Stock Exchanges : economic significance, membership, listing of securities, Dealers and brokers, Transactions, Securities Exchange Board of India, Over the Counter Exchange of India, National Stock Exchange and Jaipur Stock Exchange.
4. Meaning and Scope of Economics, Concept of Utility, Wealth Factors of production, demand and supply equilibrium, land and laws of returns; Labour and Population theories; Capital market forms, Value under perfect competition.

Section-C

5. National Income : Gross and net, measurement, difficulties significance, economic growth, savings and investments, Theory of distribution.
6. Banking and Finance. Banks and their functions, Central Bank and regulation of economy; Inflation and credit control. Principles of Public finance-cannons of taxation and expenditures incidence of taxation

Books Recommended :

1. Haney : Business Organisation.
2. M. C. Shukla : Organisation and Management (S. Chand & Co. Delhi).
3. Ghosh and Om Prakash : Industrial Organisation (Indian Press).
4. C. B. Gupta : Business Organisation & Management (National Publishing House, New Delhi).
5. M. L. Seth : Principles of Economics.
6. M. L. Seth : Monetary Economics.
7. Taussing : Principles of Economics Vol-I & II.
8. F. Benham : Economics (Hindi & English Edition).
9. Stonier and Hauge : A Text Book of Economic Theory.
10. Sundrani and Vaish : Arthshastra Ke Siddhant (Ratan Book Depot, Agra)
11. K. K. Dewar : Modern Economic Theory.

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9. **Company Accounts : Issue, Foreiture and Redemption of shares and debentures, Company Profit and Loss Account and Balance Sheet of the Company Act.**

**Books Recommended :**

1. Shukla and Grewal : Advanced Accounts (Hindi & English).
2. R. L. Gupta : Advanced Accountancy.
3. S. M. Shukla : Advanced Accountancy (Sahitya Bhawan, Agra).
4. J. R. Monga : Financial Accounting.
5. Jain and Narang : Advanced Accounting.
6. S. P. Iyengar : Advanced Accounting.
7. Pickles : Accountancy (Pitman).
8. Spicer and Pegler : Book-keeping and Accounts.

**Paper-IV : Statistics :**

**Section-A**

1. Introduction : Growth of Statistics. Definition, scope, importance, limitations and district of statistics. cautions in the use of statistical data.
2. Collection of data : Planning and Organisation, Statistical investigation, methods of collection of data, edition of data, Approximation, Accuracy Errors.  
Elementary knowledge of methods of sampling, Law of Statistical Regularity. Law of inertia of Large numbers.

**Section-B**

4. Organisation of the data : Classification, Tabulation, arranging discrete and continuous series; Frequency distribution.
5. Measures of Central Tendency : Mean, Mode, Median, Quartiles, Deciles and Percentiles, Geometric Mean.
6. Measures of Dispersion and skewness : Absolute measures of Dispersion, Range, Quartile Deviation, Mean Deviation and Standard Deviation, Relative Measures of Dispersion and Skewness. Difference between Dispersion and Skewness.

**Section-C**

7. Simple Correlation : Meaning and Significance, Scatter Diagram; Calculation of Karl Person's Coefficient of correlation by direct and short-cut methods. Rank Correlation. Co-efficient of concurrent deviation.
8. Digrammatic Representation of data : one and two dimensional diagrams and circular diagrams. Graphic presentation of data sample. Histograms on natural scale and curves depicting frequency distributions.

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3. James D. Mooney : The Principles of Organisation.
4. Henry Fayol : General and Industrial Management.
5. Peter E. Drucker : The Effective Executive.
6. Peter F. Drucker : Managing for Results.
7. Ernest Dale : Organisation.
8. Brech E. L. : Organisation (The Framework of Management).
9. Newman and Sawyer : The Process of Management (Concepts, Behaviour and Practices).
10. G. D. Sharma & Surana : Prabandha Ke Siddhants (Ramesh Book Depot, Jaipur).
11. R. L. Nolkhe : Prabandh Ke Siddhant (Malik & Co. Jaipur).

Paper-VI : Auditing :

Section-A

1. Auditing : Nature and Scope, Audit Process, Objectives of Audit, Principles, Techniques and Procedure of Audit. Types of Audit.
2. Internal Accounting Central : Internal Check and Internal Audit.
3. Conduct of Audit audit programme. working papers, test checking vouching.

Section-B

4. Verification of Assets and liabilities and their valuation.
5. Special points in audit of Educational Institutions, Hostels, Hospitals. Branches.
6. Audit of Joint Stock Companies : Appointment. Removal and Remuneration of Company Auditor. Audit of Share Capital debentures and Managerial Remuneration, Auditor's Report.

Section-C

7. Rights, duties and liabilities of an auditor.
8. Divisible Profits including audit of Reserves and Provisions.
9. Government audit-Comptroller and Auditor General and his constitutional role; Basic Principles of Government auditing.

Books Recommended :

1. B. N. Tondon : Practical Auditing (Hindi & English Ed.)
2. S. V. Ghatalia : Auditing.
3. Jagdish Prasad : Auditing.
4. T. R. Sharma : Auditing.
5. Jain, Khandelwal, Pareek : Auditing (Hindi).
6. Spicer and Pagar : Practical Auditing (Indian ED.)
7. De Paula : principle of Auditing.
8. J. Jancaster : Principles of Practice of auditing.
9. Mautz and Sharaf : Philosophy of Auditing.

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Algebra. Ratio Proportion and Variations : Indices: Surds: Arithmetic, Geometric and Harmonic progression, summation of series. Finite and infinite series. Permutation and combinations; Binomial Theorem, Logarithms Interest and Annuity.

Nature of the Roots of Quadratic Equations; Relation between roots and co-efficient of a Quadratic Equation; forming Quadratic Equation (Real coefficients); Determinants and matrices (Determinants of order 2 and 3). Types Matrices Matrix Algebra Addition, Subtraction and Multiplication of Matrices; Inverse of matrices. Application of matrices and determinants in solving linear equations.

2. Plane Analytic Geometry : Rectangular, Cartesian Co-ordinates; Length of a line segment; section ratio; gradient of line. Equation of a straight line (Standard forms only).

#### Section-B

3. Calculus : Development of the number system : variables; Constants and functions : graph of functions; Limits of Algebraic function; derivatives rules for differentiation meaning of derivate Maxims and Minims of algebraic functions. Integration (of Algebraic functions only; Definite and indefinite integrals).

4. Mensuration; circumference of circle. Area of Triangle. Parallelograms, Polygon, Circle (including sector segment and annulus) area of Irregular figures. Volume and surface of a cube; Cylinder; Cone frustum of a cone sphere including. Zone and segment

#### Section-C

5. Interpolations and extrapolations. Newton's advance differences methods and Newton's Divided difference Method Binomial Expansion method. Lagranges method.

6. Probability Theory; Sets and set operation. Definition of Probability independent and dependent events, Mutually exclusive events. Total and compound probability; Repeated Trials; Mathematical expectations; theoretical distributions; (Binomial Poisson and Normal) Objective and subjective probability (Bayesian theorem).

7. Sampling, Population and samples; simple, Random and stratified sampling, use of Random numbers, Simulated Sampling, Sampling distributions of Means and Proportions. Testing of hypotheses and statistical.

8. Linear Regression: Time series - Secular trend; Cyclical Seasonal and irregular fluctuations.

#### Books Recommended :

1. Refresher Courrin Mathematics by Manjeet Singh.
2. Practical Mathematics for Cost Accountants by R. Gupta.
3. Practical Mathematics for Cost Accountants by Vishwanatha.
4. Mensuration by G. P. Gupta.
5. Applied Mathematics by Theodors.

cost and financial accounts; integrated system of cost and financial accounts.

7. Preparation and presentation of cost data and information.

Section-C

8. Marginal costing : Basic concepts, marginal costing and absorption costing; concept of break-even analysis; differential cost analysis, application for management decision making (Simple problems).

9. Budgetary control : Basic concepts, Functional Budgets, master budget, flexible budgets (elementary problems).

10. Standard costing; Concepts and uses, setting of standard cost accounting methods. Computation of simple variances relating to material, labour and overheads, relationship of standard costing and budgetary controls.

Books Recommended :

1. Saxena and Vaishish : Advanced Cost Accounting.
2. Maheshwari and Mittal : Cost Accounting.
3. Jain and Narang : Advanced Cost Accounting.
4. Nigam and sharma : Cost Accounting.
5. N. Sarkar : Cost Accounting.
6. B. K. Bhar : Cost Accounting.
7. N. K. Prasad : Advanced Cost Accounting.
8. Weldon : Cost Accounting and Cost Methods.
9. W. W. Bigg : Cost Accounts.
10. Lawrance : Cost Accounts.
11. W. F. Ryall : Dictionary of Costing.
12. Long : Hand-Book of Cost Accounting.

• Paper-III : Corporate Laws and Secretarial Practice :

Section-A

1. Monopolies and Restrictive Trade Practice Act, 1969, Industrial Development and Regulation Act, 1951, Essential Commodities Act, 1955; Foreign Exchange Regulations Act, 1973; Sick Industrial Companies (Special provision) Act, 1985.



Section-B

2. Workmen's Compensation Act, 1923 :  
Payment of Gratuity Act, 1972.  
Water (Prevention and Control of Pollution) Act, 1974;  
Air (Prevention and Control of Pollution) Act, 1981.  
Consumer Protection Act, 1986

3. Company Secretary : Definition, his Position and Importance in the organisation; Directors-their qualifications and disqualifications, powers, duties, and liabilities.

Section-C

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**Section-A**

1. Accounting Principle. Concepts and Conventions, measurements of business income: accounting standards national and international
2. Branch and Departmental accounts: Hire Purchases and instalment payments. Investment Accounts.
3. Accounting for Insurance claim.
4. Valuation of inventories, shares and goodwill.

**Section-B**

5. Preparation of Company Accounts : Amalgamations absorption, reconstruction and capital reduction.
6. Accounts of Holding and Subsidiary companies, consolidated Balance-Sheet and Profit and Loss Account.

**Section-C**

7. Accounting for Bank and Insurance Companies, Double Account System including Electricity Supply Cos.
8. Farm Accounting and Hotel Accounting.
9. Government Accounting in India.

**Books Recommended :**

1. Institute of Cost and Works Accounts, London, Terminology of Costing.
2. Dobson : An Introduction of Cost Accountancy Volumes I, II and III.
3. N. Sarkhar : Cost Accounting.
4. J. K. Laseer : Hand-Book of Cost Accounting.
5. Lang : Cost Accounts Hand-Book.

**Paper--VI : Direct Taxation and Tax Planning**

**Section-A**

1. Income Tax Act, 1961.

**Section-B**

2. Wealth Tax Act, 1957 and Rules.
3. Gift Tax Act, 1958 and Rules.

**Section-C**

4. Tax Planning with regard to specific management decisions, foreign collaboration agreements, amalgamations, tax incentives, personal compensation plans, accounting and other precautions to be observed to maximum tax reliefs.

**Books Recommended :**

1. R. R Gupta : Income Tax Law and Practice.
2. V R. Singhania : Direct Taxes.
3. Bhagwati Prasad : Law and Practice of Income Tax.
4. Kanga and Palkiwala : Law and Practice of Income-Tax in India.
5. Malhotra : Income Tax Law and Accounts.
6. Malhotra & Goyal : Wealth Tax and Gift Tax.
7. Sethi : Wealth Tax Act.
8. Dr Agrawal : Tax Planning.



# SYLLAUBS OF D.C.W.A. PART-III EXAMINATION

## Paper-I Project Management and Control :

### Section-A

1. Project identification and formulation-Different types of projects under modernisation, Replacement, expansion and diversification, Different considerations for projects under private, public and joint sector, preparations of project profiles, project report.
2. Project appraisal; Different types of appraisal, financial techniques for project appraisal and feasibility; Discounted Cash flow and non-discounted cash flow methods, social cost benefit analysis.

### Section-B

3. Project planning, pattern of financing, Sources of Finance, Public Sector project financing, Role of tax planning in project financing.
4. Project cost system : Project cost accounting and monitoring; Labour and equipment cost accounting; actively based cost accounting; Control of Cost.

### Section-C

5. Project & Administration : Progress payments, expenditure planning, project scheduling and net work planning, use of CPM, Cash forecast and monitoring of funds.
6. Project evaluation and Review Techniques; Accountant's role in DERT. Cost budgeting, Post Project evaluation.

### Books Recommended :

1. Prasanna Chandra : Project - Preparation Appraisal Implementation.
2. Goyal .- Project Management.
3. Bierman Harold : The Capital Budgeting Decisions.
4. Joel Dean : Capital Budgeting.
5. Marglin S. A. Public Investment Criteria.
6. Moder S. N.- & John Bayer : Project Management with CPM and DERT.
7. Pouliguen Louisy : Risk Analysis in Project & Appraisal.

## Paper-II : Management Accounting and Financial Analysis :

### Section-A

1. Introduction, Meaning, Objective, scope, limitations; Functions and Organisation of management accounting; Role of Management Accounting.
2. Financial Planning Forecasting, Preparation of Projected financial statements, operating and financial leverages.
3. Management of liquidity and working capital, concept of working capital, need for working capital; forecasting of working capital. The

and factors determining it. Theories of Capital Structure-net income approach; net operating income approach, traditional and Miller Modiglian approach and their utilities. Capital structure trend in private and public sector.

5. Capital Budgeting under risk and un-certainty, determination of the cost of capital risk of uncertainty, risk and return in a portfolio context
6. Working capital management, strategies of financing current assets; Working capital and term loan recommendations of Thorton study group. Monitoring advances management of different components.

**Section-C**

7. Financial Services : Leasing, Merchant Banking, Hire Purchase, Factoring, Financial innovations.
8. Dividend and retention Policies : formulating dividend policy; Factors for consideration. Dividend Theories - Walter's Model, Gordon's Model; Residual Theory of dividend. Miller and Modiglians hypothesis. Indian position in private and public sector.
9. Financial Management in Public Sector.

**Books Recommended :**

1. Khan and Jain : Financial Management.
2. S. C. Kuchchal : Financial Management.
3. P. V. Kulkarani : Financial Management.
4. I. M. Pandey : Financial Management.
5. Van Horne : Fundamentals of Financial Management.
6. Kulshresth : Financial Management (Hindi).

**Paper-IV : Quantitative Techniques and Electronic Data Processing:**

**Section-A**

1. Meaning, nature and scope of operations research potential application areas-specified techniques and basic phase in tecking problems.
2. Linear Programming :
  - (a) Concept and formulation of L. P. Models, Graphic Solution.
  - (b) Working on simple algorithm. Interpretation of final results.
  - (c) Transportation and assignment Techniques.

**Section-B**

3. Games theory, Writting line theory and input output analysis. Decision Trees for decision making and risk analysis, application of decision trees in investment decisions, pricing strategy and competitive bidding. Inventory control (Deterministic Models only).
4. Network analysis (PART/CMP)
  - (a) Drawing an arrow network and numbering the events. Estimation of Jobs Duration and concept of earliest and latest event times.
  - (b) Concept of Critical path and probabability considerations as sumption in PERT analysis.

- (c) Crashing a network and determining of project time cost trade off.

**Section-C**

5. Elements of Data Processing - data, information, input, processing and output, Data concepts fields, records files, file structure.
6. Computers and their characteristics, history of computers, Computer hardware, Basic operations of a computer, Categories of commercial computers, Main frames mini computers, Micro Computers.

**Books Recommended :**

1. Churchman, C. West : Introduction to Operational Research.
2. Hedley & Whitten : PERT, CMP and Marketing Management and Inventory Control.
3. Gaus : Linear Programming.
4. Sassieni, Nauric etc : Operations Research.
5. Theil, Boot and Klock : Operations Research and Quantitative Economics.
6. Malhotra R. J. . Computers in Management.
7. Diermen Benani : Quantitative Analysis for Business Decisions
8. Redneyed, Johnson Bernard. R. Siskin : Quantitative Techniques Business Decisions.
9. S. D. Sharma : Operations research.
10. C. R. Kothari : Operations research.
11. Vinkel Rao : Quantitative Techniques and its Processing.

**Paper-V Cost and Management Audit :**

**Section-A**

1. Cost Audit L Nature, objects and scope; audit leading to other services cost audit and financial audit.
2. Cost Auditor : Qualifications, Appointment and engagement; Right, Duties and responsibilities professional and legal under companies Act 1956 and Cost and Works Accountants Act, 1956, relationship between statutory financial auditor, cost auditor and internal auditor
3. Professional ethics and misconduct; special penal provision for cost auditors.

**Section-B**

4. Preparation of the cost audit programme; evaluation of internal control system including material inventory, capacity utilization management information system and internal audit.
5. Preparation and varification of cost records; Cost Accounting Records Rules U/S 209 (1) (d) of the Companies Act, 1956 (only general knowledge is required); use of Statistical sampling methods.
6. The Cost Audit Reports : Contents of Reports as per cost audit records Rules U/S 233 (b) of the Govt. Companies Act, 1956; Review of cost audit, reports by Government.

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*Mund*  
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*PM*

**POST-GRADUATE DIPLOMA IN COMMERCE**

**SCHEME OF EXAMINATION**

**Regulation 20-C :**

(1) A Candidate must obtain for a pass atleast 25% marks in each individual paper and the monograph and 36% marks in the aggregate. The classification of successful candidates will be as follows :

First Division 60% } of the aggregate marks.

Second Division 40% }

All The rest will be declared to have passed the examination.  
Every candidate shall be required to offer the following six (five

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## Compulsory Papers :

### II. Co-operatives Law and Management :

One Paper-3 hrs. duration

Min. Pass  
Marks 25

Max. Marks  
100

(i) Co-operative Law : Brief historical review of cooperative legislation in India. Study of Rajasthan Co-operative Societies Act as amended upto date.

(ii) Traditional management vs. Professional Management, Democratic chart-Delegation, Decentralisation and span of control in co-operative organisations.

(iv) Personnel Management : Recruitment, Training and Promotion of employees in co-operatives.

(v) Morale, Motivation and Leadership in co-operatives. Problems of Industrial Relations and Participative Management in co-operatives.

#### Books Recommended :

1. Guy Hunter : "Studies in Management".
2. Noel Brantan : "Introduction to the Theory and Practice of Management".
3. Koontz & O'Donnel : "Principles of Management".
4. S. R. Bhansali : "Rajasthan Co-operative Societies Act".
5. Co-operative Management and Administration, I.C.A.
6. Geel B.B.-Co-operative Management and Administration.
7. Kamet G.S.-New Dimension of Co-operative Management.
8. Stephenson, TE.-Management of Co-operative Management.
9. चौधरी एवं अन्य : राजस्थान में सहकारी कानून ।
10. Weerman, PE & otehrs. Indian Co-operative Law vis-a-vis Co-operative Principles NCUL, ND.
11. Tyagi R. B. - Recent Trends in Co-operative Management, Asia Pub. Delhi.
12. Jain L. C. - Co-operative Law in India NCUL, ND.

### Compulsory Papers :

### III. Money and Banking :

One Paper-3 hrs. duration

Min. Pass  
Marks 25

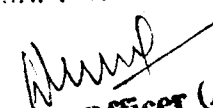
Max. Marks  
100

(i) Money and its functions, type of Money, Monetary, Standard, Indian Currency, Money System, Monetary Policy in India.

(ii) Central Banking, Instruments of Credit Control. Role of Reserve Bank of India-Control of Credit.

(iii) Commercial Banking : Types of Banks, Operation of the Commercial Banks.

(iv) Co-operative Banking - Need, Structure of Co-operative Credit, short term, medium term & long term. Role of Apex Co-operative Banks

  
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