University of Rajasthan
Jaipur

FACULTY OF COMMERCE

Diploma Courses Examination

SYLLABUS

POST-GRADUATE DIPLOMA IN COST AND WORKS ACCOUNTANCY (DCWA)

Part-I Examination 2016
Part-II Examination 2017
Part-III Examination 2018

[Signature]
Registrar (Acad.)
University of Rajasthan
FACULTY OF COMMERCE

Diploma Courses Examination

Syllabus

POST-GRADUATE DIPLOMA IN COST AND WORKS ACCOUNTANCY (DCWA)

SCHEME OF EXAMINATION

Regulation-19-A

<table>
<thead>
<tr>
<th>Division</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>First Division</td>
<td>60%</td>
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<tr>
<td>Second Division</td>
<td>50%</td>
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</tbody>
</table>

of the aggregate marks prescribed at the Part-I, 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 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 Examination.
2. There will be five questions in all. The candidate will require to attempt all the questions selecting one question from each unit with an internal choice (either/or).
3. The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digit, 6 Functions and 2 Memories and should be noiseless and cordless.
DCWA Syllabus of PART-I Examination 2014-15
(Only for those students who are non-commerce graduates)

Paper-I: Business Fundamentals and Economics
Paper-II: Commercial Law
Paper-IV: Business Statistics
Paper-V: Management and Organisation
Paper-VI: Theory & Practice of Auditing

DCWA Syllabus of PART-II Examination 2014-15 and onwards
(Direct Admission for those students who are commerce graduates or M.Com)

Paper-I: Business Mathematics and Statistics
Paper-II: Cost Accounting
Paper-III: Corporate Law and Secretarial Practice
Paper-IV: Cost Analysis and Cost Control
Paper-V: Advanced Financial Accounting
Paper-VI: Direct Taxation and Tax Planning

DCWA Syllabus of PART-III Examination 2015-16 and onwards

Paper-I: Project Management and Control
Paper-II: Management Accounting and Financial Analysis
Paper-III: Strategic Financial Management
Paper-IV: Operations Research and Quantitative Techniques
Paper-V: Cost and Management Audit
Paper-VI: Indirect Taxes
DCWA Syllabus of PART-I Examination 2014-15
(Only for those students who are non-commerce graduates)

Paper-I: Business Fundamentals and Economics
Paper-II: Commercial Law
Paper-IV: Business Statistics
Paper-V: Management and Organisation
Paper-VI: Theory & Practice of Auditing

198-15

Asstt Registrar (Acad.-I)
University of Rajasthan
JAIPUR
Unit-I

Unit-II

Unit-III

Unit-IV

Unit-V
Banking and Finance: Banks and their functions, Central Bank and regulation of economy: Inflation and credit control, Principals of Public Finance-cannons of taxation and Expenditures incidence of taxation.

Books Recommended:-
2. M.C. Shukla: Organization and Management
Paper-II :- Commercial Law

Unit-I
Indian Contract Act, 1872.

Unit-II

Unit-III

Unit-IV
Indian Partnership Act, 1932 and Arbitration Act.

Unit-V

Books Recommended

1. R.L. Nolakha: Mercantile Law (Hindi)
2. R.C. Agarwal: Commercial Law (Hindi)
3. M.C. Shukla: Mercantile Law
4. N.D. Kapoor: Elements of Mercantile Law
5. Maheshwari and Maheshwari: Mercantile Law

Asstt. Registrar (Acad-I)  
University of Rajasthan

Unit-I

Unit-II

Unit-III
Final Accounts : With and without Adjustment. Issue of Shares, Redemption of Preference Shares.

Unit-IV
Issue and Redemption of Debentures, Underwriting of Shares & Debentures. Acquisition of Business, Pre-and Post Incorporation Profit.

Unit-V
Final Accounts of Companies including Managerial Remuneration. Disposal of Profits and Issue of Bonus Shares.

Note: The candidate 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.

Books Recommended
1. R.L. Gupta: Advanced Accountancy
2. S.N. Maheshwari: Advanced Accountancy
3. Jain, Khandelwal, Pareek, Dave: Corporate Financial Accounting (Hindi & English)
4. Book-keeping and Accountancy: Jain, Khandelwal, Pareek (Hindi & English)
5. Financial Accounting: P.C. Tulsian
7. Practical Accounts: Paul
UNIT-I

UNIT-II
Measures of Central Tendency: Arithmetic Mean (Simple and Weighted), Median (including quartiles, decimals and percentiles), Mode, Geometric and Harmonic Mean-simple and Weighted, Uses and Limitations of Measures of Central Tendency.

UNIT-III
Measures of Dispersion: Absolute and Relative Measures of Dispersion; Range, Quartile Deviation, Mean Deviation, Standard Deviation and Co-efficient of Variation; Uses and Interpretation of Measures of dispersion. Skewness: Measures of Skewness.

UNIT-IV
Correlation: Meaning and Significance, Scatter Diagram, Karl Pearson's Coefficient of Correlation between two Variables: Grouped and Ungrouped Data, Coefficient of Correlation by Spearman's, Rank Differences Method and Concurrent Deviation Method. Simple Linear Regression.

UNIT-V
Index Numbers: Meaning and Uses, Simple and Weighted Price Index Numbers, Methods of Construction, Average of Price Relatives and Aggregative Methods, Problems in construction of Index Numbers. Fishers Ideal Index Number, Base shifting, Splicing and Deflating. Interpolation: Binomial, Newton's Advancing Differences Method and Lagrange's Method.

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Books Recommended:
2. SP Gupta: Business Statistics.
3. Sharma, Jain, Pareek: Business Statistics. (Hindi & English)
Paper-V: Management and Organisation

Unit-I

Unit-II
Pattern of Management: Broad policies and functions, Delegation of Power public Sector Management. Concept and social objectives.

Unit-III
Organization: Basic and types of organisation, Basic elements of Organisation and their role in economy and Society, Internal Organisation of Business enterprises Grouping of activities: typical pattern of grouping: services, location, customer, process functions and time criteria of grouping activities, specialisation, control, coordination, attention and economy.

Unit-IV
Level of Authority: Staff, Kinds of staff, nature of staff work, advisory services, line and staff relations, internal relations, Committees and their role.

Unit-V

Books Recommended:-

2. E.M. Heugh Jones: Human relations and Modern Management.
5. Peter F. Drucker: The Effective Executive.
UNIT - I
Auditing: Meaning, Objects, Fraud and Errors, Relationship in between Book-Keeping, Accounting and Auditing, Elementary Knowledge of Standards on Auditing Practices, Types of Audit. Internal Control Measures.

UNIT - II
Audit Programme. Vouching, Verification and Valuation of Assets and Liabilities (including Practical Verification).

UNIT - III
Company Auditor: Appointment, Removal and Remuneration. Audit and Auditors (brief knowledge of Sections 139 to 148 of Companies Act, 2013), Rights, Duties and Liabilities.
Company Audit: Share Capital and Debentures.

UNIT - IV
Audit Report and Certificates.

UNIT - V
Special Points regarding Different Audits: Educational Institutions, Club and Charitable Institutions.
Audit of Accounts of Private Concerns and Partnership Firms.

Books Recommended
1. Jain, Khandelwal, Pareek: Auditing (Hindi and English)
3. T.R. Sharma: Auditing
DCWA Syllabus of PART-II Examination 2014-15 and onwards
(Direct Admission for those students who are commerce graduates or M.Com)

Paper-I: Business Mathematics and Statistics
Paper-II: Cost Accounting
Paper-III: Corporate Law and Secretarial Practice
Paper-IV: Cost Analysis and Cost Control
Paper-V: Advanced Financial Accounting
Paper-VI: Direct Taxation and Tax Planning
Unit-I
Set Theory, Permutation and Combination, Arithmetic, Geometric and Harmonic Progressions.

Unit-II
Theory of Probability, Theoretical Frequency Distributions - Binomial, Poisson and Normal Distribution

Unit-III
Statistical Decision Theory and Statistical Quality Control

Unit-IV
Time Series Analysis and Interpolation and Extrapolation

Unit-V
Association of Attributes and Multiple Co-relation and Multiple Regression

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Books Recommended
1. Sanchheti & Kapoor : Statistical Methods
2. Sanchheti & Kapoor : Business Mathematics
3. Mathur, Khandelwal, Gupta; Gupta : Business Statistics
4. Sharma, Jain, Pareek : Quantitative Methods and Their Applications.
Unit – I

Unit – II

Unit – III
Unit Costing : Cost sheet, statement of cost per unit, computation of tender price by preparing statement of cost. Uniform Costing and Inter-firm Comparison. Integrated and non-integrated cost accounts (Cost ledger or cost control Accounts), Reconciliation of cost and financial accounts.

Unit – IV
Operating Costing : Meaning and Objectives, Preparation of statement of operating cost (only related to transportation for passengers and goods). Job Costing and Contract Costing: Cost-plus contract, escalation clause, work in progress, profit on completed, incomplete and contracts nearer to completion.

Process Costing : Meaning and significance, treatment of normal and abnormal losses in process accounts, Inter process profit. (including joint product, by product & equivalent production.)

Unit – V
Marginal Costing: Meaning, concept, significance and limitations of marginal costing as well as BEP analysis. CVP and BEP analysis, Break even charts. Managerial decisions based on marginal costing.

Note: The candidate 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.

Books Recommended:
1. Jain, Khandelwal,Pareek :- Cost Accounting (Hindi & English)
2. Agarwal, Jain, Sharma, Shah, Mangal, :- Cost Accounting (Hindi & English)
3. Saxena, and Vashist :- Cost Accounting
4. B.K. Bhar :- Cost Accounting
Unit – I
Factories Act, 1948, Industrial Dispute Act, 1947 and Minimum Wages Act, 1948

Unit – II

Unit – III
Company Secretary: Definition, position and importance in the organisation. Directors- Their Qualifications and Disqualifications, Power, duties and liabilities.

Unit – IV
Meeting: Kinds of Company Meetings, Meeting of Shareholders, Statutory and General Meeting requisitions and general meetings.

Unit – V
Preparation of notice, agenda, quorum, proxy, voting, motion, amendments, resolutions, adjournment and postponement, minutes, maintenance of register and books, submission of returns to the registrar of companies, déclaration and payment of dividends.

Books Recommended:

1. Taxman: Corporate Laws
2. S.A. Sharlekar: Secretarial Practice
3. S.M. Shah: Lectures on Company Law
4. J.C. Bobal: Secretarial Practice
Paper-IV : - Cost Analysis and Cost Control

Unit – I
Objectives of cost accountancy. Techniques of cost accounting, cost control and decision making. Preparation of cost reports. Productivity accounting : Ratio analysis to measure overall as well as factorial productivity.

Unit – II
Employees’ Cost Analysis : Payment of salaries compensation and bonus to managerial personnel including directors; profit sharing plans to executives, cost analysis for labour and executives, turnover, recruitment, training and development, employees welfare and Fringe benefits.
Meaning, concept and difference between cost reduction, cost control and value analysis.

Unit – III

Unit – IV

Unit – V
Standard Costing: Variance analysis related to material, labour, overhead, sales and profit.

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Books Recommended:
1 Maheshwari and Mittal : Cost Accounting, Mahaveer Book Depot, Delhi (Hindi & English)
2 Prasad N.K. : Principles and Practice of Cost Accounting
3 Bhar, B.K. : Cost Accounting : Methods and Problems
4 Saxena and Vashistha : Advanced Cost Accounts (Sultan Chand & Sons)
5 Ratanam P.V. : Costing Adviser (Kitab Mahal)
6 Oswal, Mangal and Bidawat : Cost Analysis and Cost Control
7 Jain, Narang : Advanced Cost Accounting (Kalyan Publishers)
9 Ravi M. Kishor : Cost Accounting, Taxmann Publication, New Delhi
Paper-V: Advanced Financial Accounting

Unit-I
Elementary knowledge of International Financial Reporting Standards (IRFS)

Unit-II
Departmental and Branch Accounts
Royalty Accounts

Unit-III
Investment Accounts
Accounts for Non Profit making Concerns

Unit-IV
Internal Reconstruction (without scheme)
Amalgamation of Companies (excluding inter-company holding)

Unit-V
Liquidation of Companies: Procedure, Contributories, Statement of Affairs, Deficiency Account, Liquidator and Receivers Final Statement of Account
Double Account System (excluding accounts of Electricity Supply Companies)

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Books Recommended:
1. R.L. Gupta: Advanced Accounting
2. Shukla, Grewal: Advanced Accountancy
5. Sehgal and Sehgal: Advanced Accountancy Vol.-II
Paper-VI: Direct Taxation and Tax Planning

Unit-I
Introduction of Income Tax including Residential Status and Income from different heads of Income.

Unit-II
Clubbing, Set off and carry forward of Losses and Deductions from Gross Total Income, Assessment of Individual, Hindu Undivided Family (HUF) and Firm

Unit-III

Unit-IV

Unit-V

Note: The candidate 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.

Books Recommended:

3. S. Sundaram: Law and Practice of Income Tax in India.
5. Patel & Choudhary: Income Tax
DCWA Syllabus of PART-III Examination 2015-16 and onwards

Paper-I :- Project Management and Control
Paper-II :- Management Accounting and Financial Analysis
Paper-III :- Strategic Financial Management
Paper-IV :- Operations Research and Quantitative Techniques
Paper-V :- Cost and Management Audit
Paper-VI :- Indirect Taxes
Paper-I: Project Management and Control

Unit-I
Project Management, Project Management System and System Development Cycle, Project Feasibility Study.

Unit-II

Unit-III

Unit-IV
Cost Estimation and Budgeting, Capital Expenditure Budgeting in certainty.

Unit-V

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Books Recommended
1. Prasanna Chandra: Project Preparation Appraisal Implementation
2. Goyal: Project Management
Paper-II : Management Accounting and Financial Analysis

Unit-I

Unit-II

Unit-III
Cash Flow and Fund Flow Analysis.

Unit-IV

Unit-V

Note: The candidate 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.

Books Recommended
1. Anthony Robert : Management Accounting Principles
2. Batty J. : Management Accountancy
5. Gupta S.P. : Prabhandkiya Lekha Vidhi.
6. M.D. Agarwal and N.P. Agarwal : Management Accounting (Hindi)
7. M.R. Agarwal : Management Accounting, (Hindi and English)
Paper-III: Strategic Financial Management

Unit-I

Unit-II
Indian Capital Market: Role of Primary and Secondary Market, Indian Capital Market; Instruments and Financial Derivatives — Stock Futures, Stock Options, Index Futures.

Unit-III

Unit-IV
Portfolio Theory and Pricing — Efficient Market Theory, Random Walk Theory Markowitz Model of Risk Return Optimization, CAPM.

Unit-V

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Books Recommended:
2. I.M. Pandey: Financial Management
4. S.P. Gupta: Financial Management (Hindi)
5. Fisher and Jordan: Security Analysis and Portfolio Management
Unit-I
Linear Programming: Graphic and Simplex Methods, Concept of Dual.

Unit-II
Transportation and Assignment Models

Unit-III

Unit-IV

Unit-V
Network Analysis- PERT and CPM, Crashing.

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Books Recommended
1. Churchman, C. West: Introduction to Operational Research
2. S.D. Sharma: Operations Research
3. C.R. Kothari: Operations Research
Paper-V: Cost and Management Audit

Unit-I

Unit-II
Cost Audit Programme, Cost Accounting Records Rules and Verification of Cost Records and Reports.

Unit-III
Cost Audit Report and its Review, Cost Audit leading to other services: Productivity, Energy, Inventory, Environmental Pollution Control and Corporate Service and Peer Review.

Unit-IV

Unit-V

Books Recommended
1. Agarwal N.P.: Cost Audit & Management Audit
2. Khandelwal M.C.: Prabandh Ankekshan
3. Chaudhary D.: Management Audit and Cost Audit
Paper-VI :- Indirect Taxes

Unit-I
Introduction of CST, Inter State Sales, Declared Goods, Registration of Dealer under CST, Computation of Taxable turnover & Tax Liability under CST, Assessment Procedure.

Unit-II

Unit-III
Introduction, Classification of goods, basis of Excise Duty and CENVAT, Valuation of Goods and Computation of Excise Duty and Exemption to SSI Units.

Unit-IV

Unit-V
Introduction of Service Tax, Taxable Services and Negative List including Exemptions, Registration for Service Tax, Valuation of Services, rate of Service Tax, point of taxation and Computation of Service Tax Liability.

Note: The candidate 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

Books Recommended:
1. Patel, Khandelwal, Choudhary, Sharma & Bhargav: Indirect taxes.
2. Bangar, Bangar & Sodani: Indirect taxes.
3. V.S. Datey: Indirect taxes.