

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

Revised by - 

checked by - 

FACULTY OF COMMERCE

Diploma Courses Examination

Syllabus

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

SCHEME OF EXAMINATION

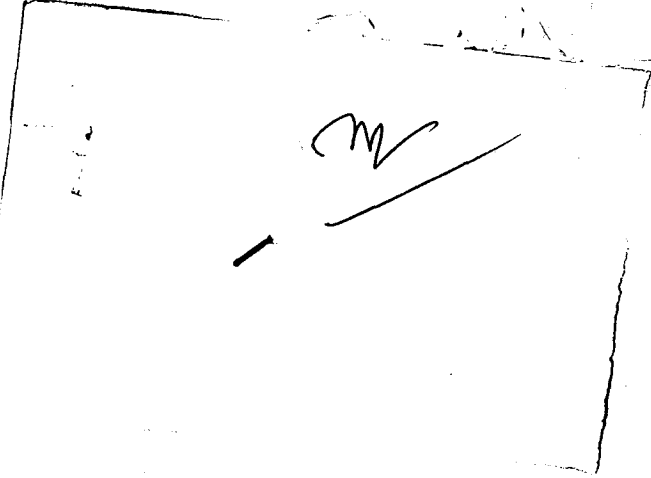
Regulation-19-A

First Division	60%	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.
Second Division	50%	

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.



2015-16

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-III :- Book-Keeping and Financial Accounting
- Paper-IV :- Business Statistics
- Paper-V :- Management and Organisation
- Paper-VI :- Theory & Practice of Auditing

2015-16

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

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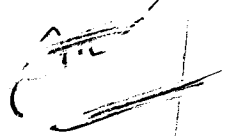
2015-16



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-III :-	Book-Keeping and Financial Accounting
Paper-IV:-	Business Statistics
Paper-V:-	Management and Organisation
Paper-VI: -	Theory & Practice of Auditing

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Paper-I :- Business Fundamentals and Economics

Unit-I

Nature and Constitution of Business Houses: Sole Proprietorship, Partnership, Companies, Cooperative and State Enterprises.

Company Organisation and Management: Types of Companies, Commencement of Business, Memorandum and Articles of Association, prospectus. Membership, Share Capital, Debentures, Board of Directors. Statutory and General Meetings.

Unit-II

Working System of Stock Exchanges: Economic Significance, Membership, Listing of Securities, Dealer and Brokers, Transactions, Securities Exchange Board of India, Over the Counter Exchange of India, National Stock Exchange and Bombay Stock Exchange.

Unit-III

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.

Unit-IV

National Income: Gross and net, Measurement, difficulties, significance, economic growth, Saving and Investment, Theory of distribution.

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:-

1. Haney : Business Organization.
2. M.C. Shukla: Organization and Management
3. M.L. Seth: Principles of Economics.
4. M.L. Seth: Monetary Economics.

Paper-II :- Commercial Law



Unit-I

Indian Contract Act, 1872.

Unit-II

Special Contracts Under Indian Contract Act viz Bailment, Indemnity and Guarantee, Agency.

Unit-III

Sale of Goods Act, 1930 and Negotiable Instrument Act, 1881.

Unit-IV

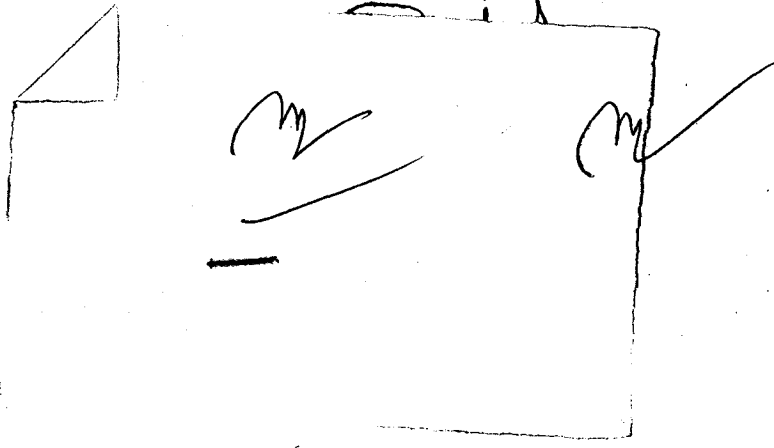
Indian Partnership Act, 1932 and Arbitration Act.

Unit-V

Special Provisions of the Companies Act, 2013 related to characteristics of private and public companies. Types of Meetings and related Provisions.

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



Paper-III :- Book-Keeping and Financial Accounting



Unit-I

Introduction: Meaning, Definition, Features, Scope, Objectives of Book-keeping, Book-keeping and Accounting, Basic Terminology of Accounting, Accounting Principles, Conventions and Concept. General Introduction of Indian Accounting Standards AS-1 and AS-9.

Unit-II

Classification of Capital and Revenue Transactions, Books of Original Entry: Journal and Subsidiary books, Ledger and Trial Balance, Errors and their rectification, Bank Reconciliation Statement.

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
6. Elements of Accounts : T.S. Grewal
7. Practical Accounts : Paul



Paper-IV:- Business Statistics

UNIT-I

Introduction of Statistics : Growth of Statistics, Definition, Scope, Uses, Misuses and Limitation of Statistics, Collection of Primary & Secondary Data, Approximation and Accuracy, Statistical Errors.

Classification and Tabulation of Data: Meaning and Characteristics, Frequency Distribution, Simple and Manifold Tabulation, Presentation of Data: Diagrams / Graphs of Frequency Distribution and Histograms etc.

UNIT-II

Measures of Central Tendency : Arithmetic Mean (Simple and Weighted), Median (including quartiles, deciles 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, Newtons Advancing Differences Method and Lagrange's Method.

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. Sancheti and Kapoor: Business Statistics.
2. SP Gupta: Business Statistics.
3. Sharma, Jain, Pareek: Business Statistics. (Hindi & English)

Paper-V:- Management and Organisation



Unit-I

Concept of Management, Different Schools of Management thought, Elements, Process and Functions of Management, Environment influence on Organization and Management Principles, evolution and recent trends.

Unit-II

The Process of Management- Planning, Organization, Staffing, Directing, Motivating, Communicating, Controlling.

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

Public Relations: Government Departments, Local Authorities, Chamber of Commerce, Trade Association, Technical and Professional bodies, Trade Unions: Public relation department.

Books Recommended:-

1. Harrold Koontz & Cyril Odonnel: Principles of Management (An Analysis of Managerial Functions).
2. E.M. Hegh Jones: Human relations and Modern Management.
3. James D. Mondy: the Principles of Organization.
4. Henry Fayel: General and Industrial Management.
5. Peter F. Drucker: The Effective Executive.

Paper-VI: - Theory & Practice of Auditing



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.

Investigation: Meaning, Nature, Importance, Objectives and Investigation on behalf of an Intending Purchaser.

UNIT - V

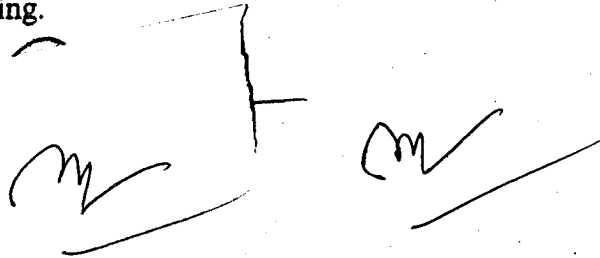
Special Points regarding Different Audits: Educational Institutions, Club and Charitable Institutions.

Audit of Accounts of Private Concerns and Partnership Firms.

Cost Audit: Aspects, Objects, Advantages, Cost Audit in Practice and Cost Audit under Indian Companies Act, 2013.

Books Recommended

1. Jain, Khandelwal, Pareek: Auditing (Hindi and English)
2. H.S. Khandelwal: Auditing.
3. T.R.Sharma: Auditing



2015-16

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



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Paper-I :- Business Mathematics and Statistics



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

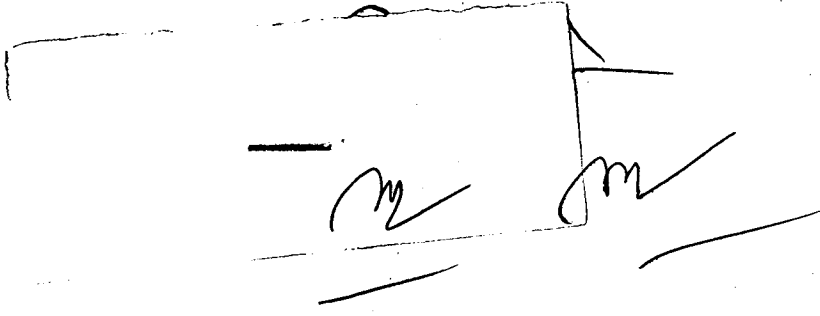
Unit-V

Association of Attributes and Multiple Co-relation and Multiple Regression

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. 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.





Paper-II :- Cost Accounting

Unit – I

Introduction of Cost Accounting, System, methods and techniques of cost accounting. Distinction between financial and cost accounting. Installation of Costing System and Cost records. Material purchasing and storing, valuation and issue of material. Material cost control. Accounting Treatment and Control of Waste, Scrap, Spoilage, Defective and Obsolescence.

Unit – II

Labour recording of time and wages, Method of remuneration, incentive plans. Allocation of wages; labour turn over and treatment of idle time and overtime. Overhead : Meaning, Collection, Classifications, Allocation, Apportionment, and absorption of overhead.

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

Paper-III :- Corporate Law and Secretarial Practice



Unit – I

Factories Act, 1948, Industrial Dispute Act, 1947 and Minimum Wages Act, 1948

Unit – II

Workmen Compensation Act, 1923, Payment of Gratuity Act, 1972, Consumer Protection Act, 1986 and RTI Act.

Unit – III

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

Unit – IV

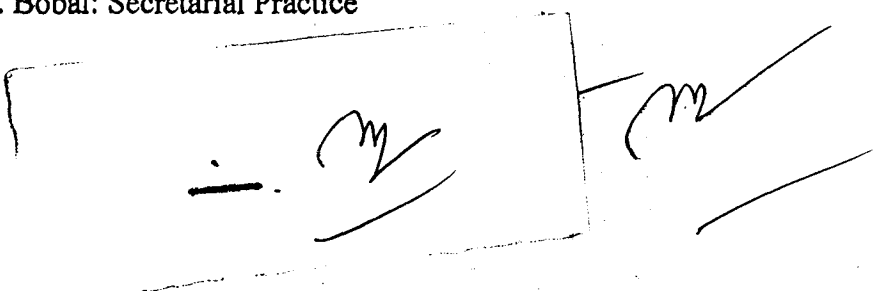
Meeting: Kinds of Company Meetings, Meeting of Shareholders, Statutory and General Meeting requisitions and general meetings.


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, declaration 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

Statistical and OR Application for cost control in certainty, uncertainty and risk. Expected value of perfect information. BEP under risk and uncertainty. Responsibility accounting and profit centre, Transfer pricing.

Unit – IV

Budgetary Control : Meaning and concept of budget and budgeting. Classification of budgets. Advanced budgetary control, zero base budgeting.

New cost concepts : Activity Based Costing, On-line Costing, Life Cycle Costing, Target Costing and Balance Score Card and Value Chain Analysis.

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)
- 8 Nigam, B.M.L. and Sharma, G.L. : Advanced Cost.
- 9 Ravi M. Kishor : Cost Accounting, Taxmann Publication, New Delhi



Paper-V :- Advanced Financial Accounting

Unit-I

Corporate Financial Reporting : Meaning, Need, Developments, Issues and Problems in Corporate Financial Reporting with Special reference to Published Financial Statements.

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

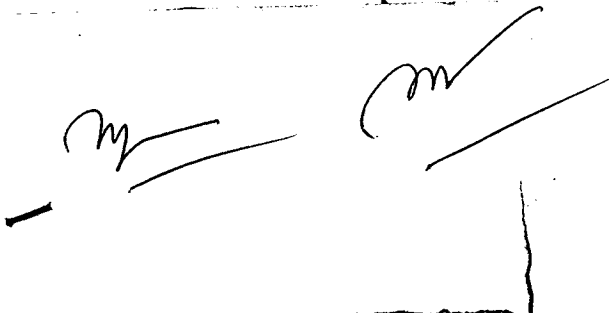
Liquidation of Companies : Procedure, Contributories, Statement of Affairs, Deficiency Account, Liquidator and Receivers Final Statement of Account

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
3. Jain, Khandelwal, Pareek, Dave : Financial Accounting
4. Agarwal, Sharma : Financial Accounting
5. Sehgal and Sehgal : Advanced Accountancy Vol.-II



Paper-VI :- Direct Taxation and Tax Planning



Unit-1

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

Assessment of Companies, Advance Pavement of Tax, TDS, Interest on Taxes & Refund, Tax Authorities. Assessment Procedure, Penalties, Prosecutions, Appeal, Revision and Double Taxation Relief.

Unit-IV

Introduction of Wealth Tax, Exempted Wealth, Deemed Wealth, Valuation of Wealth, Computation of Net Wealth and Wealth Tax Liability, Assessment Procedure of Wealth Tax.

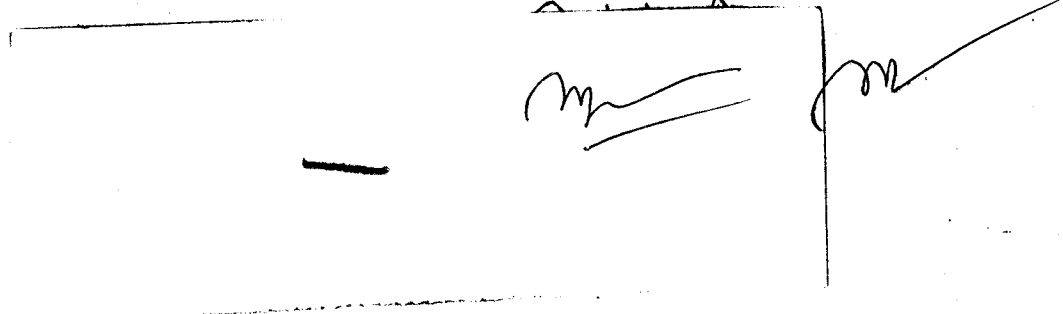
Unit-V

Tax Planning, Avoidance, Evasion and Tax Management, Tax Planning for form of Organizations. Tax Planning for Industrial Development and Financial Management. Tax Planning for Managerial Decisions.

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:

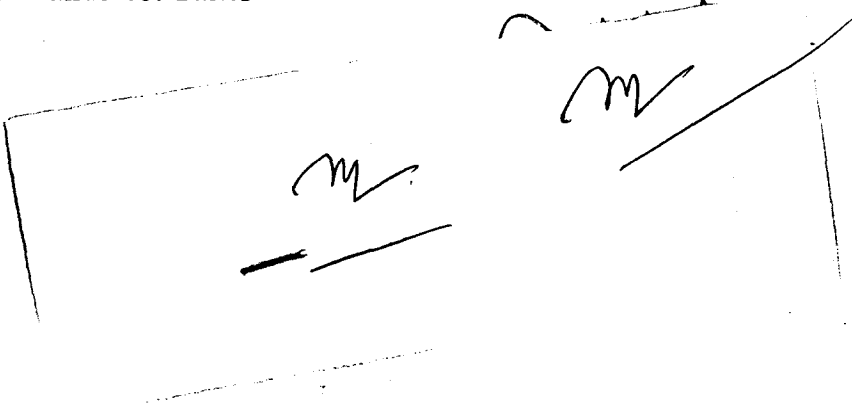
1. Singhanian V.K. : A Students Guide to Income Tax
2. Bhagwati Prasad: Law of Income Tax in India.
3. S. Sundaram: Law and Practice of Income Tax in India.
4. Kanga & Palkiwala: Income Tax
5. Patel & Choudhary: Income Tax



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

Project Planning, Project Evaluation, Managing Risk in Projects.

Unit-III

Project Organization Structure, Risk and Sensitivity Analysis, Social Cost Benefit Analysis.

Unit-IV

Cost Estimation and Budgeting, Capital Expenditure Budgeting in certainty.

Unit-V

Project Control, Project Management Information System, Project Management Performance.

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Books Recommended

1. Prasanna Chandra: Project Preparation Appraisal Implementation
2. Goyal:- Project Management
3. Biermaan Harol:- The Capital Budgeting Decisions



Paper-II :- Management Accounting and Financial Analysis



Unit-I

Meaning, Importance and Objectives of Financial Management, Functions of Financial Management: Policies on Financing, Investment and Dividends. Source of Long term and Short term Finance (National). Source of Finance (International): Raising funds in foreign markets and investments in foreign projects.

Unit-II

Tools of Financial Analysis: Comparative Statements, Common Size Statements, Ratio Analysis.

Unit-III

Cash Flow and Fund Flow Analysis.

Unit-IV

Working Capital Management, Estimation of Working Capital Requirements, Inventory Management, Receivables Management and Cash Management. Basel's recommendations for capital adequacy.

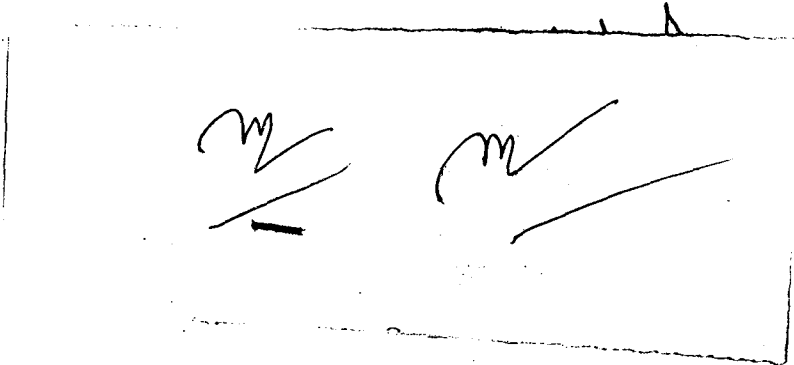
Unit-V

Capital Structure — Determinants, Capital Structure Theories, Computation of Cost of Capital, Leverages.

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Books Recommended

1. Anthony Robert : Management Accounting Principles
2. Batty J. : Management Accountancy
3. Hingorani N.L. Ramanath A.R. : Management Accountancy.
4. Agarwal and Agarwal : Prabhandkiya Lekhankan.
6. Gupta S.P. : Prabandhkiya Lekha Vidhi.
7. M.D. Agarwal and N.P. Agarwal : Management Accounting (Hindi)
8. M.R. Agarwal : Management Accounting, (Hindi and English)



Paper-III :- Strategic Financial Management

Unit-I

Financial Policy and Corporate Strategy, Strategic Decision Making Frame Work, Interface of Financial Policy, Balancing Financial Goals vis-a-vis Sustainable Growth.

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

Security Analysis — Fundamental Analysis: Economic, Industry and Company Analysis, Technical Analysis — Market Cycle Model and Basic Trend Identification, Different Types of Charting, Support and Resistance Price Pattern and Moving Averages.

Unit-IV

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

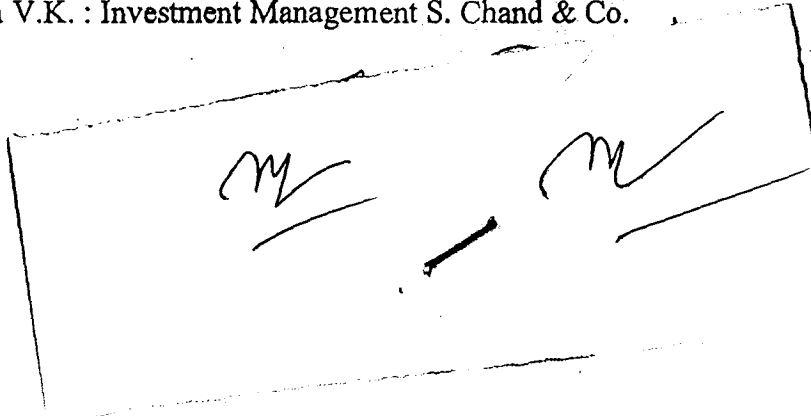
Unit-V

Mutual Funds: Regulatory Framework, Evaluation of Various Schemes of Mutual funds.

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Books Recommended:-

1. Kulkarni P.V. : Financial Management
2. I.M. Pandey : Financial Management
3. Khan and Jain : Financial Management
4. S.P. Gupta : Financial Management (Hindi)
5. Fisher and Jordan : Security Analysis and Portfolio Management
6. Bhalla V.K. : Investment Management S. Chand & Co.



Paper-IV :- Operational Research & Quantitative Techniques



Unit-I

Linear Programming: Graphic and Simplex Methods, Concept of Dual.

Unit-II

Transportation and Assignment Models

Unit-III

Games Theory- Two persons zero-sum game: Pure and Mixed Strategy, Rule of Dominance and Queuing theory: Singal Channel Queuing Problems.

Unit-IV

Decision Theory: Risk and uncertainty condition, The Bayesian decision theory, Decision tree analysis. Simulation Techniques.

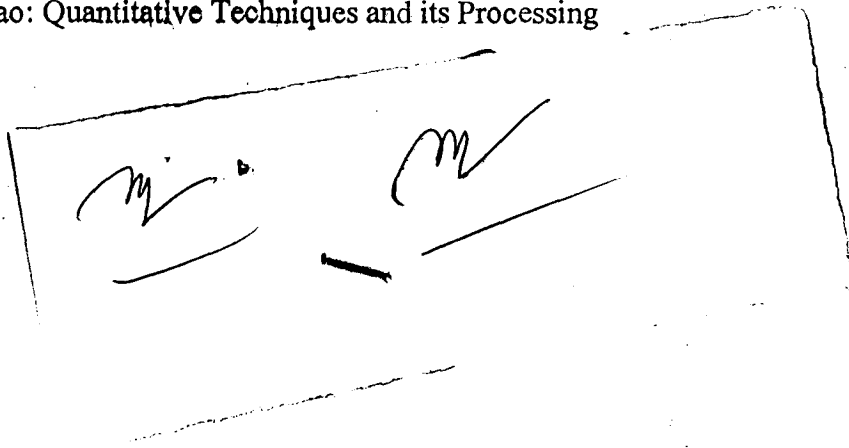
Unit-V

Network Analysis- PERT and CPM, Crashing.

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. Churchman, C. West: Introduction to Operational Research
2. S.D. Sharma: Operations Research
3. C.R. Kothari: Operations Research
4. Vinkel Rao: Quantitative Techniques and its Processing



Paper-V :- Cost and Management Audit



Unit-I

Cost Audit: Meaning, Evolution, Scope, Aspects, Objects, Nature, Advantages, Difference between Statutory Audit and Cost Audit. Application of Cost Accounting Standards. Cost Auditor and Professional Ethics.

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

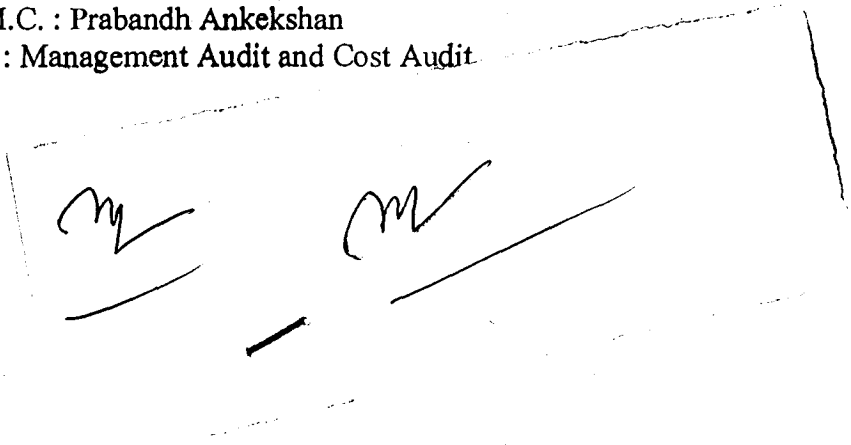
Management Audit: Meaning, Need, Difference between Statutory Audit and Management Audit, Purpose/Objects, Scope, Aspects, Techniques and Procedures of Management Audit and Review of Management Functions: Production, Distribution, Development, Personnel and Industrial Relations, Research and Development, Cost Accounting and Finance.

Unit-V

Review of Purchasing Operations, Review of Manufacturing Operations, Appraisal of Management Decisions and Corporate Social Audit.

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

Introduction of VAT , Exemption and Exempted Goods, Incidence of Tax, Registration of Dealers, Determination of Taxable Sales, Computation of Tax Liability, Payment of Tax and Filling of Returns.

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

Introduction of Custom Duty, Prohibition relating to illegal Import & Export, Procedures of Import & Export and Export promotion Schemes, Valuation of Goods and Computation of Custom Duty.

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.