

P. G. DIPLOMA IN COST & MANAGEMENT ACCOUNTING (PGDCMA)

One Year Part-time Course Examination

GENERAL INFORMATION

Eligibility for Admission:

Graduate/Post-Graduate from any discipline, securing a minimum of 45% marks at degree or post-graduate examination are eligible for admission. Commerce graduates/Post-graduate will get 5% weightage

Admission Procedure:

Admission will be made on merit-cum-interview basis. The interview shall be conducted by the Interview Board consists the Head, Department of Accounting and two members nominated by him including course coordinator. The criterion and procedure for interview will be decided by the Board. Interview shall get 20% weightage.

Duration:

The duration of the course will be one academic session.

Number of Seats:

Minimum 10 and maximum 60. This will include reserved seats belonging to SC, ST, OBC and HC quota as per University rules.

Medium:

English/Hindi will be medium, both for Teaching and Examination. Examination question papers will ONLY be in English Language.

Award of Diploma:

Candidates securing a minimum of 36% marks in individual paper; and 40% in aggregate shall be awarded the Diploma. No division shall be awarded. In case of candidate fails to obtain a minimum of 36% of marks in any one of the papers, including Project/Dissertation and Viva-Voce examination, the candidate who fail at the examination but obtain a minimum of 36% marks in Project/Dissertation and Viva-Voce, will not again be required to submit Project/Dissertation and re-appear at the Viva-Voce while appearing again for the theory papers.

Class Contacts:

There shall be a minimum of 90 contact hours per paper i.e. 60 periods of 90 minutes each or 120 periods of 45 minutes each. Projects guidance shall be of 2 sittings of 45 minutes for each candidate separately.

Fee:

In addition a candidate will be required to pay Admission and examination fee as per University rules and will also be required to deposit necessary fee as per University rules for Student Aid Fund; Local Fund Account; Faculty Student Fund etc.

Enrolment:

If a candidate admitted in the course is not enrolled in this University shall have to enroll himself/herself as per University rules.

Attendance:

No candidate shall be allowed to take up examination unless he/she attends at least 75% of the total contact sessions, in each paper.

Scheme of Examination:

The Scheme of Examination shall be as follows:

A. Written Examination of Three Hours duration in each of the following papers:

		Max. Marks
Paper I.	Cost Analysis & Control	100
Paper II.	Cost & Management Accounting	100
Paper III.	Cost & Management Audit	100
Paper IV.	Production Management & Control	100
B.	(i) Dissertation (ii) Viva-Voce (50 marks each)	100

Note:

It will be essential for each candidate to submit the Project Report on or before the last theory examination.

Pattern of Examination Paper:

Question Paper will be divided into three sections namely, 'Section - A', 'Section - B' and 'Section - C' in each section the questions will be asked as follows:

Section - A: Intends to test the clarity of concepts and to-the-point knowledge unit-wise.

(T-1) 10 very small questions, (two questions from each unit). Each question will carry 2 marks. Answer of each question shall be limited up to 30 words. This part will be compulsory.

10 x 2 = 20

Section - B: Intends to test the knowledge unit-wise and capability to elaborate and restrain within limited words.

(T-2) 10 small questions (two questions from each unit) students will be required to answer one question from each unit. Each question will carry 07 marks. Answer of each question shall be limited up to 250 words.

5 x 7 = 35

Section - C: Intends to test the overall-knowledge and capability to explain in detail; of the students.

(T-3) 5 questions (one question from each unit). Students will be required to answer any three questions. Each question will carry 15 marks. Answer of each question shall be limited up to 500 words

3 x 15 = 45

T 1	:	Very Small Question
T 2	:	Small Question
T 3	:	Detailed Question

Note: In case of Numericals, Figures, Charts, Diagrams and Graphs, the above limit of words shall not apply.

Status:

This course is Part-time self-sufficiency University course leading to a Post-graduate Diploma in Cost & Management Accounting (PGDCMA).

Contact: Head, Department of Accounting, Faculty of Commerce and Management Studies, Jai Narain Vyas University Jodhpur (Rajasthan) Phone: 0291-2513676.

POST-GRADUATE DIPLOMA IN COST & MANAGEMENT ACCOUNTING

PAPER I

COST ANALYSIS AND CONTROL

Objectives: The objective of the course is to make the students aware of the format and procedures and develop skills in accounting of major elements of cost.

Course Contents:

- Unit 1: Material Accounting and Control: Stores Ledgers; Material Abstract; Computation of Material Cost per unit of output: Inventory management and inventory control including detection, Location and Prevention of slow material; cost reporting and non-moving or obsolete materials
- Unit 2: Labour Cost and Remuneration: Time recording; Fixation of standard time, Labour cost rates; Measures of performance and cost; Idle-time, Overtime; Labour turnover; Principles and Methods of Remuneration; Various wage payment incentives systems; work study; Job Evaluation; Merit Rating
- Unit 3: Overheads Allocations: Bases of classification; Ascertainment, allocation, apportionment and absorption of overheads
- Unit 4: Accounting Treatment of Overheads: Factory, selling distribution, administration, research and development costs; under and over-absorption of overhead; Reports for control of overhead costs
- Unit 5: Special Issues: Capacity costs; Treatment of depreciation, interest in cost and income tax; Concept of productivity and its measurement. Cost Accounting Standards. Non-Integrated and Integrated Accounting system and control

SUGGESTED READINGS

- Shukla & Grawal: Cost Accounting, S. Chand, Delhi
Nigum, Narang & Sahgal: Principal & Practice of Cost Accounting
Pillni, S. Bhagavati: Cost Accounting, S. Chand, Delhi
Rao, V.S.P. and P.S. Varayana: Cost Accounting: Text and Cases, Onark, New Delhi
Arora, S.P.: A Text Book of Cost Accountancy, Vikas Publishing House, Delhi
Ghouse, P.K.: Cost Accountancy, National Publishing House, Delhi
Jain & Narang: Cost Accounting (English), Kalyani Publishing House, Lodhiana
Prasad, N.K.: Cost Accounting, Academic Press, Calcutta
Bhattacharya: Cost Accounting, Academic Press, Calcutta
M.L. Agarwal: Parivyaya Lekhankan (Hindi), Sahitya Bhawan, Agra
Jain, M.L. Lagat Lekhankan (Hindi), Kalyani Publishing House, Lodhiana
Prakash Evam Rao: Prabandhkiya Lekhankan (Hindi), Kalyani Publishing House, Lodhiana

PAPER II COST AND MANAGEMENT ACCOUNTING

Objectives: This course has been designed with a view to provide a working knowledge of the various methods and techniques of costing as employed in present day business enterprises for cost ascertainment and cost control

Course Contents

- Unit 1: Unit costing Job Order Costing: Job costing; Batch costing and contract costing
- Unit 2: Process Costing: Process costing, operation costing, multiple costing, By Product and joint product costing
- Unit 3: Variable Costing: Income statements under absorption and variable costing; Cost Volume-Profit Analysis; Break-even and shut down points
- Unit 4: Budgetary Control and Standard Costing: Budgetary process and types of budget; Static v/s flexible budgeting; programme and performance budgeting; Zero-base budgeting, Standard costing-Concept of standard costs. Setting up of Standards Variance analysis
- Unit 5: Responsibility Accounting and Reporting: Establishment of responsibility controllable and non-controllable costs. Reporting and presentation of information to different levels

SUGGESTED READINGS

- Shukin & Grawal: Cost Accounting, S. Chand, Delhi
- Nigum, Narang & Sahgal: Principal & Practice of Cost Accounting
- Pillni, S. Bhagavati: Cost Accounting, S. Chand, Delhi
- Rao, V.S.P. and P.S. Varayana: Cost Accounting: Text and Cases, Onark, New Delhi
- Nigam & Sharma: Cost Accountancy: Principles & Application, Himalaya Publishing House, Bombay
- Arora, S.P.: A Text Book of Cost Accountancy, Vikas Publishing House, Delhi
- Ghouse, P.K.: Cost Accountancy, National Publishing House, Delhi
- Jain & Narang: Cost Accounting (English), Kalyani Publishing House, Lodhiana
- Prasad, N.K.: Cost Accounting, Academic Press, Calcutta
- Bhattacharya: Cost Accounting, Academic Press, Calcutta
- Bigg, W.W.: Cost Accounting, P.T.H., U.S.A.
- M.L.Agarwal: Parivyaya Lekhankan (Hindi), Sahitya Bhawan, Agra
- Jain, M.L. Lagat Lekhankan (Hindi), Kalyani Publishing House, Lodhiana
- Prakash Evam Rao: Prabandhkiya Lekhankan (Hindi), Kalyani Publishing House, Lodhiana

PAPER III COST AND MANAGEMENT AUDIT

Objectives: To provide students an insight into the dimensions of the cost and management audit with practical focus on analysis of key result areas.

Course Contents

- Unit 1: Introduction: Meaning; Necessity and types of audit; Generally accepted auditing Principles and techniques; Standards of Audit (SA)
- Unit 2: Cost Audit: Characteristics, scope and functions of cost audit; Benefits and limitations, Provisions of cost audit in companies Act.
- Unit 3: Cost Audit Procedure: Cost Accounting rules for various industries. Cost audit programme and procedure; Cost Records and Audit Rules 2014.
- Unit 4: Management Audit: Management audit vis-à-vis financial audit and cost audit. Audit of various Operations and management functions. Man Power and social audit
- Unit 5: Government and Tax Audit: Audit of Government department and public sector undertakings. Tax audit under Income Tax Act

SUGGESTED READINGS

- Institute of cost and Works Accountant of India: Cost Audit Social Objective, Calcutta
- Benerjee, N.: Laws on Cost Audit, International Law Book Centre, Calcutta
- Leonar, P. William: The Management Audit: An Appraisal of Management Methods an and Performance, Prentice Hall
- Michael, Stephen R. Appraising Management Practices and Performance, Prentice Hall, Angle Wood Cliff
- Wash brook, H.: The Board & Management Audit, Business Books, London
- Bukey. J.W.: Operational Auditing For Management, American Management Association
- Rose, T.G.: The Management Audit, Gree & Co. Ltd., Standard
- Edward, N.F. & Others: Operational Auditing For Management, American Management Association
- Roy, A, Lindberg &Theodor Gohn: Operational Auditing, American Management Association, New York
- Agarwal, N.P.: Cost Audit and Management Audit, Ramesh Book Depot, Jaipur

PAPER IV PRODUCTION MANAGEMENT AND CONTROL

Objectives: To provide an insight into the factory Management. Engineering economics and production planning.

Course Contents:

- Unit 1: Introduction: Planning; Implementation and control; Line and staff organization Harmonious and execution of responsibilities by workers, foremen and management; Various types of control. Structuring of business reports with reference to key information
- Unit 2: Material and Units of Measurements: Cost iron, mild steel, alloy steel, aluminum, copper, brass and bronze, Length mass, time, velocity, acceleration, force, momentum, moment of force and couple, work and energy, electricity.
- Unit 3: Plant Layout, Stores and Maintenance: Factory Layout, and site selection; Plant Layout and design; Working condition, Location, and arrangement of stores and tools room. Duties of store-keeper. Cost of breakdown, Maintenance cost of preventive Maintenance.
- Unit 4: Production Planning and Control: Objectives and functions; Routing, scheduling, dispatching and expediting. Quality assurance – process and inspection-oriented quality control, Quality circle.
- Unit 5: Cost Reduction Techniques: Time and method studies; Standard time calculations. Value engineering and analysis; Net work analysis and Linear Programming (Graphic Methods simplex with two variables only)

SUGGESTED READINGS

- Buff, Elwood S.: Modern Production Management, John Wiley & Sons, New York
- Adam Ed. Jr.& Ebert, R.: Production and Operations Management: Concept Models and Behaviour, Prentice Hall, Englewood
- Carret, Leonared and Silver, Milton: Production Management Analysis, Harcourt Brace Jovanovich, J.C. New York
- Powell Miland: Production, Planning, Scheduling and Inventory Control
- Baumol: Economic Theory and Operations Analysis
- Plvest: Production and Inventory Control: Principal & Techniques, Prentice Hall of India, Delhi
- Beigel: Production Control: A Quantitative Approach, Prentice Hall, Delhi
- Ramesh, M.S.: Key to Production Management, Kalyani Publishers, Ludhiana
- Magee, P. Boodman: Production Planning Inventory Control, Tata McGraw Hill, Delhi
- Shoe, Barry: Operations Management, Prentice Hall, Delhi
- Mcclain, Thomas L.J.: Operations Management, Prentice Hall, Delhi