

**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. Newmen and Sauer : 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.

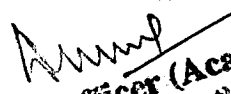

Section-B

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 sendelers 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 : Analgamalties absorption, recon-struction and capital reduction.
6. Accounts of Holding and Subsidiary companies, consolidated Bal-ance-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, 158 and Rules.

Section-C

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

Books Recommended :

1. R. R Gupta : Income Tax Law and Practice.
2. V R. Singhania : Dirct 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, Writing 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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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

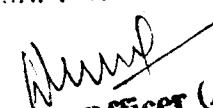
Max. Marks
100

(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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9. Tondon : Principles of Auditing.
10. Kandelwal : Co-operative Audit.
11. Rehman : Co-operative Accounting and Auditing.

Compulsory Papers :

V. Elements of Economics and Structure of Indian Economy :
(Same as for Diploma in Banking and Finance)

One Paper-3 hrs. duration	Min. Pass Marks 25	Max. Marks 100
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(i) Subject Matter of Economics : Theory of Consumer behaviour. Factors of Production, Production functions in the short and long run. Capital formation under perfect competition. Monopoly and monopolistic competitions.

(ii) Price Mechanism.

(iii) National Income-Marginal Productivity and Modern Theory of Distribution.

(iv) Concept of Economic Growth-Stages of Growth, Balanced and Unbalanced Growth.

(v) Structure of Indian economy : nature and problems.

Broad features of Agricultural, Industrial, Labour, Commercial, Monetary and Fiscal Policies in India. Achievements of Planning: Liberalisation Process and emerging Trends.

Book Recommended :

1. Taussing : principles of Economics Vol. I & II.
2. F. Benham : Economics (Hindi and English Editions).
3. J. K. Mehta : Foundation of Economics, Part I and II (General Book-Depot).
4. Stoneir and Hague : A Text Book of Economic Theory (Hindi Edition).
5. Sundram and Vaish : Arithshastra-ke-Siddhanta (Ratan Book Depot, Agra).
6. Alak Ghosh : Indian Economy. Its Nature and Problem, World Press.
7. Rudra Dutt and Sundram : Indian Economy, (S. Chand & Co., Delhi).
8. Gupta and Sinha : Arithshastra-ke-Siddhanta.
9. Govt. of India : Five Year Plans, Economy Surveys and Progress Reports and Recent issues of Yojana.
10. Reserve Bank of India : Annual Reports of Currency and Finance and Monthly Bulletins.
11. Mishra and Puri : "Indian Economy".

OPTIONAL PAPERS

(Any one of the following)

VI. (a) Co-operative Credit :

One Paper-3 hrs. duration	Min. Pass Marks 25	Max. Marks 100
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(i) Necessity and Nature of Co-operative Credit.

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(v) Relation between the Board and the Manager in consumer Co-operatives. Centrally sponsored scheme of Consumers Co-operatives. Role of Co-operatives in holding the price-line through public distribution.

Books Recommended :

1. T. N. Hazela : Theory and Practice of Co-operation.
2. D. S. Mathur : Co-operation in India.
3. Dr. S. C. Mehta : Consumers Co-operation.
4. Report of the first Working Group on Industrial Co-operative. 1958.
5. Report of the Second Working Group on Industrial Co-operatives 1963.
6. Report of Working Group on Financing of Industrial Co-operatives.
7. India Co-operatives Review-Special on Industrial Co-operatives July 1969. National Co-operatives Union of India.

VI (c). Co-operative Marketing and Processing :

One Paper-3 hrs. duration

Min. Pass
Marks 25

Max. Marks
100

(i) Special features of Agricultural Marketing in India, Types of Markets, Market Functionaries Market practices, System of Sale, Market Charges, Defects and Malpractices in the present system of marketing of Agricultural produce. Regulated Markets.

(ii) Co-operative Marketing, Objectives, Development in Foreign Countries and India, Progress during the plans.

(iii) Linking of Credit with marketing, role of marketing in State, Procurement of food grain.

(iv) Co-operative Storage : need, progress and problems.

(v) Role of Co-operative Marketing in distribution of agricultural products, Defects, difficulties and suggestions.

Books & Reprints Recommended :

1. Kulkarni : Co-operative Marketing in India.
2. Kuri, Ruxell (ed) : Agricultural Co-operatives and Markets in Development countries.
3. Publications of I.C.A. and N.C.U.
4. Report of the Co-operative Marketing Committee.
5. Agricultural Marketing Co-operative-(1969).
6. Seminar on Co-operative. Marketing of Agricultural Produce Vol.

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SCHEME OF EXAMINATION

Regulation 20-D

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

First Division 60% } of the aggregate marks. All the rest will
Second Division 50% } be declared to have passed the examination.

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Every candidate for the Diploma shall be required to offer six papers as given below. Each theory paper shall be of 3 hours duration and carry 100 Marks.

Papers :

- (i) Organisation and Management of Financial Institutions.
- (ii) Indian Banking Law and Practice.
- (iii) Indian Banking System.
- (iv) International Trade, Finance & Foreign Exchange
- (v) Financial Management.
- (vi) Elements of Economics and Structure of Indian Economy

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SYLLABUS

Paper (i) Organisation and Management of Financial Institutions

One Paper-3 hrs. duration	Min. Pass Marks 25	Max. Marks 100
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- (i) Role of banks and other Financial Institutions in Economic Growth.
- (ii) Competition and Coordination between various development and financial institutions. A study of selected development and Financial Institutions of India-IDBI, IFC, ICICI and Industrial Reconstruction Bank of India.
- (iii) Management of Banks Liabilities and Assets including Portfolio-Policy, profits and liquidity problems. Project appraisal in banks.
- (iv) Personnel Management in Financial institutions. Problems of Recruitment, Placement, Training, Promotion.
- (v) Overtime, morale, productivity and efficiency, Employees dis-

6. डॉ. मालीराम : बैंकिंग, विधि एवं व्यवहार
 7. डॉ. हरिचन्द्र शर्मा : बैंकिंग, विधि एवं व्यवहार
 8. Dr. B. M. L. Nigam : Law and Practice of Banking.

Paper (iii) - Indian Banking System :

One Paper-3 hrs. duration	Min. Pass Marks 25	Max. Marks 100
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(i) A detailed study of the working of Reserve Bank of India, State Bank of India, NABARD, Co-operative Banks.

(ii) The Indian Money and Capital Market, Quality of customer services in Commercial Banks, Recent structural changes and regulatory banking policy with reference to Narshimham committee report 1991 or Indian Financial System.

(iii) Problems of Nationalised Commercial Banks in India.

(iv) The Viability of Rural Banking Institutions and Innovative banking.

(v) A brief study of unorganised money market.

Books Recommended :

1. S. K. Basu : Theory and Practice of Development Banking.
2. S. K. Basu : Recent Banking Development.
3. S. G. Panandikar : Banking in India.
4. B. C. Ghosh : A study of Indian money market.
5. S. R. K. Rao : The Indian money market.
6. Vasvan : Indian Banking.
7. S. K. Muranjan : Modern Banking in India.
8. T. N. Mathur : भारतीय बैंकिंग प्रणाली
9. B. P. Sharma : The Role of Commercial Banks in India's Developing Economy
10. Narshimham Committee Report. Nov. 1991.

Paper (iv) - International Trade, Finance & Foreign Exchange:

One Paper-3 hrs. duration	Min. Pass Marks 25	Max. Marks 100
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(i) Theories of International Trade, Applied Problems of Export and Import Trade, Study of Export and Import Finance, Import Export Procedure and Practice.

(ii) The techniques of foreign exchange operations, Personal remut-

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3. Kulshrehtha. R. S. : Nigam Ka Vittiya Prabandh.
4. Taylore and Granar : Financial Policies of Business Enterprises
5. M. D. Agarwal and N. R. Agarwal : Vittiya Prabhandh.
6. Ekra Solomon : Theory of the Financial Management.
7. Eugene M. Lerner : Readings in Financial Analysis and Investment Management.
8. Car a Dauten : Business Finance. (The Fundamental of Financial Management).
9. S. C. Kuchhal : Financial Management.

Paper (vi) - Elements of Economics and structure of Indian Economy
(same as for Post-graduate Diploma in Co-operation)

One Paper-3 hrs. duration	Min. Pass Marks 25	Max. Marks 100
---------------------------	-----------------------	-------------------

(i) Subject Matter of Economics : Theory of Consumer Behaviour
Factors of Production. Production function in short and long run capital formation

(ii) Price Mechanism under perfect competitions, monopoly and monopolistic competition.

(iii) National Income - Marginal Productivity & Modern Theory of Distribution.

(iv) Concept of Economic Growth - Stages of Growth. Balanced and Unbalanced Growth.

(v) Structure of Indian Economy : Nature and Problems.

Broad features of Agricultural, Industrial Labour

Commercial, Monetary and Fiscal Policies in India. Achievements of Planning; Liberlisation process and emerging trends.

Books Recommended :

1. Tausing : Principles of Economics Vol. I and II
2. F. Benham : Economics (Hindi and English Editions).
3. J. K. Mehta : Foundations of Economics Parts I and II (Central Book Depot).
4. Stonier and Hague : A Text Book of Economic Theory (Hindi Editions).
5. Sundaram and Vaish : Arthashastra ke Siddhanta (Ratan Book Depot).

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**SCHEME FOR DIPLOMA COURSE IN STENO-TYPING
(ENGLISH) - HONDDI EXAM.**

Rule 2 :

A candidate passing the First Year Examination of the Diploma Course shall be awarded certificate while a candidate passing the Second Year Examination shall be awarded a Diploma.

"The Examination in Steno-Typing shall be conducted in the presence of supervisor appointed by the University. The said supervisor shall be a person qualified to be an Examiner in Steno-Typing and shall be external to the college and place concerned."

First Year Examination of Diploma Course in Steno-Typing (English)

Certificate Course in Steno-Typing (English)

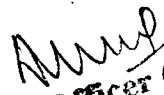
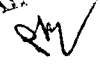
Paper-I Short Hand :

	Max. Marks	Min. Pass Marks
Speed 80 words per minute	100	33
Passage : 800 words		10 minutes
Interval		5 minutes
Letter : 400 words		5 minutes
Transcription into long hand.		

Duration - 3 hours which would include 15 minutes of dictation but shall not include 5 minutes of interval and another 5 minutes allowed for movement to the Examination Hall.

Paper II- Type-writing

Duration - One hour	Max. Marks	Min. Pass
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Interval 5 minutes
Letter : 500 words 5 minutes

Transcription to be done in long hand within three hours which to not include the interval between the two dictations and the time allowed for movement to the Examination Hall.

Paper III - Type-writing

	Max. Marks	Min. Pass
	100	Marks 36
Speed 80 words per minute		
Passage		50 minutes
Letter		25 minutes
Tabulation		25 minutes

Second Year Examination of Diploma Course in
Steno-typing (Hindi)

Paper I - Short Hand

	Max. Marks	Min. Pass
	100	Marks 36
Speed 80 words per minute		
Passage : 800 words		10 minutes
Transcription to be done directly on Type-writer within One hour (60 minutes).		

Paper II - Short Hand

	Max. Marks	Min. Pass
	100	Marks 36
Speed 80 words per minute		
Passage : 800 words		10 minutes
Interval		5 minutes
Letter : 400 words		5 minutes

Transcription to be done in long hand within three hours which to not include the interval between the two dictations and the time allowed for movement to the Examination Hall.

Paper III - Type-writing

	Max. Marks	Min. Pass
	100	Marks 36
Speed 80 words per minute		
Passage		50 minutes
Letter		25 minutes
Tabulation		25 minutes

Books Recommended :

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5. POST-GRADUATE DIPLOMA IN MARKETING
MANAGEMENT

Scheme :

Five Papers of 100 Marks Each :

1. Marketing Management
2. Sales Management
3. Export Marketing
4. Advertising Management
5. Marketing Research

Syllabus :

Paper I : Marketing Management

Duration : 3 hrs.

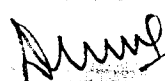

Max. Marks : 100

Concept, Scope, Marketing and Selling, Marketing Environment, Models and Consumer Behaviour Forecasting Demand, Marketing Segmentation, Marketing and Society, Service Marketing and Selling Environment Elements of Marketing Mix, Legal aspects of marketing in India, Product Planning, Process, Product Life Cycle, Pricing terms and conditions of sale, Channel decisions, Sales Promotion, Sales promotion techniques, Marketing control, Techniques of controlling, Co-operative Marketing, Agricultural Marketing

Note : Students are expected to illustrate with Indian examples

Books Recommended :

1. Gandhi, J. C . Marketing-A Managerial Introduction
2. Neelamegham (Ed.) : Marketing Management and the Indian Economy
3. NCERT : New Perspective in Marketing
4. Stanton, W. J. : Fundamentals of Marketing
5. Kotler P. : Marketing Management.
6. Buskirk R. D. : Principles of Marketing - The Management View


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(Hindi Ed.)

4. Warren J. Keegan : Global Marketing Management (Prentice Hall of India Pvt. 1995 New Delhi).
5. T.A.S. Balagopal : Export Management (Himalaya Publishing House, Bombay).
6. सर्टोड़, कोटागि : अन्तर्राष्ट्रीय विपणन (सेरा बुक डिपो, जयपुर)

Paper IV : Advertising Management

Duration : 3 hrs.

Max Marks : 100

Meaning, Needs and types of advertising, Social and economic effects of advertising, Advertising decisions.

Advertising in the marketing process, personal selling vis-a-vis advertising, Advertising media, Copy, Advertising research, copy research, media-research and motivational research.

Measurement of advertising effectiveness. Advertising. Agencies-role and organisation. Principles of Agency-client and media relationship, Social-advertising. Industrial advertising, Recent trends in advertising in India

Books Recommended :

1. Rustom R. Davar : Salesmanship and Advertising.
2. S. A. Chunawala & K. C. Sethia : Foundation of Advertising Theory and Practice.
3. Neil H. Bordon and Martin V. Marshall : Advertising Management. Test and Cares
4. Charles J. Dirksan : Advertising Principles, Problems and Cares
5. David A. Aake : Advertising Management.
6. B. S. Rathore : Advertising Management

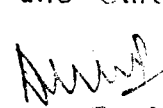
Paper V : Marketing Research

Duration : 3 hrs.

Max Marks : 100

The concept, utility, organisation for Marketing Research, Field of Marketing Research, Marketing Research methods and techniques. New product research, Distribution research, Sales forecasting and quantitative market analysis, Motivational Research, Consumer Psychology, Buying motives and consumer behaviour, Factors affecting decisions. The marketing research procedure. Trends in marketing research in India.

Limitations of Marketing Research, Marketing Research Process. Information needs, Exploratory Research, Conclusive research. Type of data (Primary and Secondary) Using secondary data, Methods of collection of data. Questionnaires formulation, Sampling, Data collection, Tabulation and


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6. POST-GRADUATE DIPLOMA IN HUMAN RESOURCES
MANAGEMENT/

Scheme :

Five Papers of 100 Marks Each :

1. Human Resources Management (Principles and Practice)
2. Human Resources Development
3. Industrial Relations & Labour Welfare
4. Industrial Relations & Social Security

Syllabus : *Labour Legislation (Main Provision)*

Paper I : Human Resources Management (Principles and Practice)

Duration : 3 hrs.

Max. Marks : 100

1. Meaning, Scope, Objective and Functions of Human Resources Management. Role of Personnel Department, Human Resources Policies and Principles. Human Resources Planning. Recruitment, Selection, Placement and Induction. Job Analysis, Job Description and Job Evaluation. Performance Appraisal and Merit Rating.
2. Employee Motivation : Content and Process theories of Motivation (Maslow, McGregor, Herzberg, McClelland, (V.H. Vroom). Job Enrichment and Job Enlargement. Employee Communication. Employee Discipline, Leadership and Morale, Informal Relations and Group Dynamics, Management of Conflicts and Resistance to Change.

Books Recommended :

1. Flippo : Principles of Personnel Management.
2. Ghosh : Personnel Administration in India.
3. Tripathi : Personnel Management in India.

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Paper IV : Industrial Relations and Social Security

Duration : 3 hrs.

Max. Marks : 100

1. Parties to Industrial Relations. Changing pattern of Industrial Relations : Industrial Disputes-causes and effects. Machinery for prevention and settlement of Industrial Disputes; Workers organisation-Main Features and Problems. Employees Organisation-Main Features, Problems and Remedies. Recent trends in Trade Union Movements in India. Employers Organisation and their Role.
2. Nature, Scope and Process of Collective Bargaining, Collective Bargaining in India : Progress and Pre-requisites for success. Workers Participation in Management.
3. Social Security-need and importance, Laws relating to Social Security-Workmen's Compensation act, 1923, ESI Act, 1948; Provident Fund Act and Misc Act, 1952.

Book Recommended :

1. Mamoria C.B. Dynamics of Industrial Relations.
2. Dever R.S. : Personnel Management and Industrial Relations.
3. Monappa : Industrial Relations.
4. Nolakha R.L. : Industrial Relations and Social Security.
5. Dhyani S.N. : Trade Union and the Right to Stricke.

Paper V : Labour Legislation (Main Provisions only)

Duration : 3 hrs.

Max. Marks : 100

1. Factory Act, 1948; Industrial Employment (Standing Order) Act, 1936; Trade Union Act, 1926; Industrial Disputes Act, 1947; Payment of Wages Act, 1936; Minimum Wages Act, 1948; Payment of Bonus Act, 1952; Maternity Benefit Act, 1961.

Book Recommended :

1. Indraject Singh : Labour Laws.
2. Mishra : Labour Legislation.
3. Nolakha : R.L. : Industrial Law (Hindi)
4. Kumawat : Labour Legislation.
5. Gupta O.P. : Industrial and Labour Laws.
6. Bare Acts.

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3. Entrepreneurship in Rajasthan
4. Management of Small Scale Industries.
5. Legal Environment of Entrepreneurship in India.

Syllabus :

Paper I : Principles and Development of Entrepreneurship

Duration : 3 hrs.

Max Marks : 100

Concept of Entrepreneurship, Role of Entrepreneurship, Entrepreneurial Culture, Origin and Development of Entrepreneurship, Theories of Entrepreneurship, Types of Entrepreneurship, Entrepreneurial Traits. Entrepreneurs and Managers, Women Entrepreneurs, Entrepreneurial Environment, Entrepreneurial Training Development, Institutions in Aid of Entrepreneurs, Infrastructural Facilities, Impact of Liberalisation, Industrial Research and Development.

Books Recommended :

1. Vasant Desai : Dynamics of Entrepreneurial Development and Management (Himalaya Publishing House, Bombay, 1997).
2. Vasant Desai : Small Scale Industries and Entrepreneurship (Himalaya Publishing House, Bombay, 1997).
3. Peter Kilby (Ed) : Entrepreneurship and Economic Development (The Free Press, New York, 1971).
4. Dailey : Entrepreneurship Management, 1971
5. Tandon : Environment and Entrepreneur, 1965.

Paper II : Business Policy and Procedure

Duration : 3 hrs.

Max Marks : 100

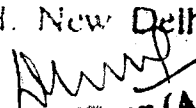
Evolution of Business Policy; Nature and importance of business policy, conceptual foundations in business policy strategy formation, strategy implementation and evaluation product policies (product mix, branding, labelling, life cycle), pricing policies, economic policy; fiscal policy, industrial policy, personnel policy, financial policies, operational plan policies and report.

Note : This paper should be read in the Indian context.

Books Recommended :

1. Azhar Kazmi : Business Policy (Tata-McGraw Hill, New Delhi, 1992)
2. K. R. Andrews : The Concept of Corporate Strategy (Home Wood, III, John Irwin, 1973).
3. S. Bhattacharya : Corporate Planning (Oxford & IBH, New Delhi, 1982).

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- of Public Administration, 1984).
4. R. R. Khan : Management of Small Scale Industry (S. Chand New Delhi, 1979).
 5. Sashi Bala : Management of Small Scale Industry (Deep and Deep Publication, New Delhi, 1983).
 6. Louis L. Allen : Starting and Succeeding Your Own Small Business (Grossal & Gunlop, New York, 1968).

Paper V : Legal Environment of Entrepreneurship in India

Duration : 3 hrs.

Max Marks 100

Important Provisions of the following Acts.

1. Factory Act, 1948.
2. Industries (Development and Regulation) Act, 1951.
3. Industrial Disputes Act, 1981
4. Negotiable Instruments Act, 1881.
5. Payment of Wages Act, 1936
6. Payment of Bonus Act, 1965.
7. Indian Standards Institution (Certification Orders) Act, 1952.
8. Industrial Employment (Standing Orders) Act, 1936
9. Trade Union Act, 1926.
10. Laws Concerning Pollution

Books Recommended :

1. Indernect Singh : Labour Laws.
2. Mishra : Labour Legislation.
3. N. D. Kapoor : Industrial Law.
4. R. I. Nawlakra : Business Law (Ramesh Book Dep. Jaipur)
5. O. P. Gupta : Industrial & Labour Law
6. Bare Act
7. R. C. Agarwal : Business Law (Sahitya Bhawan, Aiz)

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Advertising in Adoption of New Products, Advertising Appeals, Facilitating Institution in Advertising, Creativity in Advertising.

Books Recommended :

1. S. A. Chunawalla and K. C. Sehia : Foundations of Advertising Theory and Practice (Himalaya Publishing House-Bombay).
2. J. T. Russell and W. r. Law : Klipper's Advertising Procedure (New Jersey, Englewood Cliffs: Prentice Pvt. Ltd.).
3. D. A. Anker, R. Batra and J. G. Mayers : Advertising Management (New Delhi : Prentice Hall of India Pvt. Ltd.).
4. Dirksen, Kroeger and Nicosia : Advertising Principles, Problems and Cases (Bombay : D. B. Taraporewala Sons & Comp. Pvt. Ltd.).
5. Frey and Halberman : Advertising (New Delhi : Universal Book Stall).
6. R. S. Davar : Modern Marketing Management (New Delhi : Universal Book Stall).
7. J. D. Littlefield : Readings in Advertising (Pt. Paul : West Publishing Co.).
8. ए. प्रसाद हटवाल : विज्ञापन कला (जयपुर : राजस्थान साहित्य अकादमी) ।
9. अशोक महाजन : विज्ञापन (चंडीगढ़ : हरियाणा साहित्य अकादमी) ।
10. B. M. Ahuja : Advertising (New Delhi : Surjeet Publications).
11. J. S. Wright, W. L. Winter and S. K. Zeigler : Advertising (New Delhi : Tata McGraw Hills Publishing C. Ltd.).

Paper II : Advertising Planning and Strategy

Duration : 3 hrs.

Max. Marks : 100

Framework for Advertising Planning and Decision Making, Types of Advertising Decisions, Objective Setting, DAGMAR Approach, Target Selection, Advertising Media, Types of Media-Electronic, Print Outdoor, transit and other Media, Planning Media, Mix for Campaign, Media Scene in India, Advertising Budget, Message decisions, Message Design and Development, Planning and Execution of Advertising Campaign, Advertising Strategy Formation, Message Strategy, Media Strategy.

Books Recommended :

1. H. W. Boyd, Jr. and J. W. Newmann : Advertising Management Selected Readings (Illinois : Richard Irwin, Inc.).
2. B. S. Rathore : Advertising Management (Bombay : Himalaya Publishing House).
3. R. S. Davar : Salesmanship and Advertising (Bombay) : Progressive Corporation Pvt. Ltd.)
4. A. Kalia (Ed.) Advertising and Media Scene in Rajasthan (Jaipur Advertising Club).

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5. B. K. Acharya and P. B. Govekar : Marketing and Sales Management
(Bombay : Himalaya Publishing House).

Paper V : Public Relations

Duration : 3 hrs.

Max. Marks : 100

Advertising and Public Relations. Meaning of Public Relations. Importance of Public Relations. Objectives Methods of public relations- Press relations. Printed Words, Photography, exhibitions and Trade fairs. Films. Radio & T. V. Conferences. Organisation of Public relations department. Functions of Public relations officer (PRO) in the corporate sector. Public relation of public relations, Public relations in India-Growth. Present position, Problems and Prospects.

Books Recommended :

1. S. Black : Practical Public Relations (New Delhi : Universal Book Stall).
2. Dr. Manohar Prabhakar and Dr. Sanjeeve Bhanwat : (Jaipur-University Book House Pvt. Ltd.)
3. Dr. Vijay Kulshreshtha : जनसम्पर्क, प्रचार एवं विज्ञापन (Jaipur, Rajasthan Prakashan).
4. Trivedi and Shukla : जनसम्पर्क सिद्धान्त और व्यवहार (Bhopal : Madhya Pradesh Hindi Academy).
5. K. R. Balan : Corporate Public Relations (New Delhi : Sterling Publications).
6. Ahuja and Chhokra : Advertising and Public Relation (New Delhi. Surjeet Publication).

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1. Economic Environment & Legal Framework
2. Financial Management.
3. Materials and Marketing Management
4. Special Problems of Small Scale and Agro-Industries.
5. ~~Study paper.~~ *Project Management*

Paper I - Economic Environment and Legal framework :

Duration : 3 hrs.

Max. Marks 100

1. Indian Economy : Main Characteristics, Natural Resources-Land, Forests, Minerals, Energy, Water, Human Resources-Size and Growth of Population, Density, Occupational Distribution, Unemployment, Population Policy
2. Indian Agriculture : Main characteristics, Causes of backwardness, Development during five year plans.
3. Agro-Industries : Role in Agriculture and Rural Development, Growth of Agro-Industries in India, with special reference to Rajasthan.
4. Small Scale Industries : Definition and Legal Framework, Role in Indian Economy, Organisational structure of SSI, Development of Small Scale Industries during Five Year Plans.
5. Industrial Policy : Industrial Policy resolution of 1948 and 1956, Industrial Policy Statement of 1977 and 1980, Industrial Policy of Rajasthan.
6. Regulations Governing Small Scale Industries (Factory Act and other Labour legislations)
7. Tax concession and Incentives to Small Scale Industries, Industries Reserved for all Small Scale Sector, Items reserved for purchase from Small Scale Sector.
8. Institutional Assistance to Small Scale Industries-Central Government Agencies viz. Small Scale Industries Board (SSIB), Small Scale Industries Development Organisation (SSIDO), Small Industries Service Institute (SISI) National Small Industries Corporation (NSIC), Small Industries Extension Training Institute (SIETI), Rajasthan State Govt. Agencies-Directorate of Industries, Rajasthan Small Industries Corporation, Rajasthan Industrial Development and Investment Corporation, Rajasthan Mineral Development Corporation, Rajasthan State Agro Industries Corporation and Rajasthan Financial Corporation, Industrial Estates.
9. Criteria for Backward districts areas. A brief study of Subsidies and other concessions provided by the Govt. of India / State Govts.

Books Recommended :

1. Khan R. R. : Management of Small Scale Industries
2. Vinod Desai : Organisation and Management of Small Scale In-

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Books Recommended :

1. Pareek, H. S. : Financing of Small Scale Industries.
2. Desai Vasant : Organisation and Management of Small Scale industries.
3. Khanna, R. R. : Management of Small Scale Industries.
4. Pandey I. M. : Financial Management.
5. Srivastava, R. M. : Financial Management.
6. Kuchhal, S. C. : Financial Management.
7. एम. डी. अग्रवाल, एन. पी. अग्रवाल : वित्तीय प्रबन्ध, रमेश बुक डिपो, जयपुर
8. Annual Reports of IDBI, IFCI, ICICI, RFC, RIICO etc.
9. आर. एस. कुलश्रेष्ठ : निगमों का वित्तीय प्रबन्ध ।
10. Tandon Committee Report.
11. Hampton : Financial Management.
12. Solomon and Pringle : An Introduction to Financial Management.
13. Van Horne : Financial Management and Policy.

Paper III : Materials and Marketing Management :

Duration : 3 hrs.

Max. Marks 100

Material Management :

1. Role of Materials Management in Business, Methods of Procuring of stores-Quality specifications and Standardisations, Sources of supply, difficulty in Raw material Procurement, store keeping, its procedure and record.
2. Inventory planning and control, types of Inventory Control, A.B.C. Analysis, Economic Order Quantity, Re-order point, Minimax stock level, Problem of optimisation.
3. Inventory valuation methods.
4. Ware-housing and Material handling, Disposal of suspense items

Marketing Management :

5. Nature and scope of marketing, Traditional and Modern Concepts of marketing, Systems Approach, Marketing mix.
6. Methods of marketing in small scale and Agro Industries-Central Governemtn stores Purchase programme, Reservation of Items for Exclusive Purchase from small scale sector, National Small Industries Corporation, Rajasthan Small Industries Corporation, Export marketing, Export House for Small Scale Industries. Export Marketing

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Books Recommended :

1. Mehta, P. K. : Project Formulation in Developing Countries.
2. Hatten, E. A. : Techniques of Financial Analysis.
3. United Nations : Guidelines for Project Evaluation.
4. David, S. Clifton David, E. H. H. : Project Feasibility Analysis.
5. Bryce, M. D. : Industrial Development.

Syllabus : Diploma Courses (Faculty of Commerce) - 51

4. Quality Improvement :
Significance, various quality control in small scale and agro industries. Statistical Quality Control, Quality Facilities for Small Scale and Agro Industries, Product and Process Research, Innovation in product Design, Product Development, Adjustment to changing technology, R & D in S.S.I.
5. Dealing with Government and other Agencies :
Dealing with Government Departments in relation to completion of different legal formalities. Dealing with Industries Department for financial and other assistance. Dealing with Government departments for Government purchase, Dealing with Financial Institutions, Dealing with Institutions assisting Small Scale and Agro Industries.
Difficulties faced and suggestions for better dealing.

Books Recommended :

1. E. R. Khan : Management of Small Scale Industries.
2. Vasant Desai : Organisation and Management of Small Scale Industries.
3. S. K. Hasu : Stage problems of Small Industries.
4. Reserve Bank of India : Seminar of Sick Units, April 1976.

Paper V - Project Management**3 Hrs. Duration****Max. Marks 100**

Note: The paper will contain nine questions having three questions in each section. Candidates are required to attempt five questions in all selecting at least one question from each Section.

SECTION - A

1. **Identification of Investment Opportunities:** Meaning, Objectives and Importance of Project; Project Identification, Formulation of Project -- Steps involved in project formulation; Project ideas, screening of ideas; Environment scanning and opportunity analysis; Government regulatory framework.
2. **Market and Demand Analysis:** Information required for market and demand analysis; Sources of Information -- Primary and Secondary; Demand forecasting.

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**10. POST-GRADUATE DIPLOMA IN PROJECT PLANNING
AND INFRA-STRUCTURE MANAGEMENT**

R. 20 E (1) for a pass at the above Post-graduate Diploma examination, a candidate must obtain atleast 25% marks in each paper and 36% marks in the aggregate. Successful candidates obtaining a minimum of 60% marks in the aggregate shall be placed in First Division, those obtaining 48% marks in Second Division and the rest will be declared to have Passed.

(2) Every candidate for the above Diploma Examinations shall be required to offer the following papers. Each theory paper shall be of 3 hours duration and carry 100 marks.

B.G. Diploma in Project Planning and Infra Structure Management (University Department/Affiliated College).

1. Project Formulation.
2. Project Appraisal.
3. Infra-structure and area development
4. Project Management and Investment.
5. ~~Study paper.~~ *Project Financing*

Paper I : Project formulation :

Duration : 3 hrs.


Max. Marks : 100

1. Defining the Project : The objective, identification and definition, project classification.
2. Parameters of project formulation : Project formulation and planning, project formulation and the entrepreneur, project formulation and financial institutions, project formulation and the Government.
3. Elements of Project Formulation Technique.
4. Feasibility Analysis : Project identification, Internal constraints, External constraints, Evaluation of the feasibility prospects of the project idea, Feasibility appraisal.
5. Techno-Economic Analysis : Determination of Project demand potential, Volume of output, Cost of production, present value and internal rate of return, Project Technology, Selection of Optimal Project-Strategy, the Techno-economic appraisal.
6. Project Design and Network Analysis : Project formulation and PERT/ CPM techniques.
7. Input Analysis : Identification of the nature of resources to be consumed by the project, Estimation of the magnitude of the resource requirements and Evaluation of the regular supply of resources.

Books Recommended :

1. Mattoo, P. K. : Project Formulation in Developing Countries.
2. Halfert, E. A. : Techniques of Financial Analysis.
3. United Nations : Guidelines for Project Evaluation.
4. David, S. Clifton David, E. Fyffe : Project Feasibility Analysis.
5. Bryce, M. D. : Industrial Development.
6. Soumelis, C. G. : Project Evaluation Methodologies and Techniques.
7. United Nation : Evaluation of Industrial Projects.

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Duration : 3 hrs.

Max. Marks : 100.


1. **Infrastructure : Meaning and Role of an Economic Development Main components-Roads, Railways, Waterways, Energy supply, Water Supply, Sewerage, Police and Fire protection, Land use allocation Institutional finance and other Public services.**
2. *A general study of infrastructure for the Indian economy with special reference to Rajasthan.*
3. **Backward Area : General criteria for backwardness of an area. Government policy for the development of backward areas-Concessions and incentives. A brief review of Pandey Committee and Wanchoo Committee Reports.**
4. **Strategy for Industrial Area Development : Concept of Area Development, Basic requirements for Area Development Area Development Authority, Infrastructural Facilities and their management of the Area Development Authority Area Development Significance of and its problems.**
5. **Development of Industrial Estates with special reference to Rajasthan. Distinction between Industrial Area and Industrial Estate.**
6. **Role of Development and Finance Corporations in Infrastructure and Area Development.**
7. **Special studies of following Industrial Area and Industrial Estate: (i) Vishwakarma Industrial Area, Jaipur (ii) Malviya Industrial Area, Jaipur (iii) Bhiwadi Industrial Area (Alwar) (iv) M.I.A. Alwar (v) Industrial Estates of Jaipur, Kota and Sriganganagar.**

Books Recommended :

1. **Klawssen, L.W.H : Area Economic and Social Re-development-Guidelines for programmes.**
2. **Dagli, V. L. (e) : Infrastructure for the Indian Economics.**
3. **Ravkin, M. D. : Area Development for National Growth.**
4. **Mishra and others : Regional Development Planning of India**
5. **Planning Commission : Report of the Pandey Committee.**
6. **Govt. of India Planning Commission : Report of the Pandey Committee.**
7. **Govt. of India Planning Commission : Report of the Wanchoo Committee.**
8. **Randyopadhyay : Industrialization through Estates.**
9. **Somasekhara, N. : The Efficacy of Industrial Estates in India.**
10. **Blartiya, L. K. : Towards Rural Industrialization.**

Paper IV : Project Management and Investment :

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Paper-V (Project Financing)

Duration 3 hrs

Max. Marks 100

Section-A

1. Meaning, importance and role of finance in a project.
2. Need and nature of financial support required for improving, promoting and sustaining a project.
3. Concept of product oriented credit/lending.
4. Calculation of financial requirements in a project.
5. Internal and external constraints of a project.

Section-B

6. Sources of finance for a project, non-institutional and institutional- commercial Banks, Financial Institutions, Development Banks.
7. Regional Rural Banks and Cooperative institutions in case of the projects formulated for rural development
8. Short term, Medium term and long term sources of finance.
9. Requirement of working capital.
10. Capital Budgeting

Section-C

11. Project approach to financing - concepts, objectives and choice of a project.
12. Project formulation and appraisal - technical, economic and financial aspects of the projects.
13. Social cost benefit analysis. Different concepts and techniques used in the appraisal. Project management.
14. Monitoring and evaluation of Project- types of evaluation. Lessons to be drawn from the failure and success of a project.

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Syllabus Diploma Courses (Faculty of Commerce) 57

6. Decock : H. M. : Central Banking.
7. Panandikar : Banking in India.
8. Saxena, R.D. and Khanna, V. S. : भारतीय बैंकिंग - विचार एवं समस्याएँ
9. शर्मा, अश्वत्थ, सिन्हा : मुद्रा, बैंकिंग एवं राजस्व
10. Shrivastav, Gopal and Khanna : मुद्रा बैंकिंग एवं राजस्व, संकेत मुक्त विषय, उत्तराखण्ड
11. शेख जी. के. एवं मंत्री, पी. एन. : मुद्रा, बैंकिंग एवं राजस्व
12. Banking Commission Report (1973) and the Technical Studies prepared by Study Groups.

Paper II : Development Banking :

Duration : 3 hrs.

Max. Marks : 100

1. The Concept of a Development Bank. Its Evolution, Objectives, Organisation and Management of a Development Bank.
2. Sources of Funds-Share capital, Borrowings from Governments Central Bank and from the market by way of Bond issue. Repayment by borrowers. Retained earnings, Foreign borrowings.
3. Functions of Development Banks-Scope and coverage, schemes of Assistance-Direct Assistance, Defiance Bills, Rediscount Assistance, Assistance-Direct Assistance, Assistance to Joint and Public sector, Encouragement to new Entrepreneurs and Technocrats. Export Finance, Subscription to Shares and Bond to Financial Institutions.
4. Promotional Activities of Development Banks-Sanctions and Disbursement policies. Procedures and Techniques for Financial Assistance followed by Development Banks.
5. A detailed study of IFCI, IDBI, ICICI SFCs, SIDCs, Assistance to Small Scale Industries.
6. Land Development Banks in India with special reference to Rajasthan.
7. Problems of term lending in India. Need for simplification of lending procedures, End use supervision and follow up action by term lending Institutions.

Books Recommended :

1. Basu, S. K. : Theory and Practice of Development Banking in India.
2. William Diamond : Development Banks.
3. Shirely Boskey : Problems and Practice of Development Banks.
4. Daggi, V. L. : Financial Institutions of India (Commerce) Annual Number, 1974.
5. Das, N. : Banking and Industrial Finance in India.
6. Gupta, L. C. : Changing Structure of Industrial Finance in India.

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7. James T. S. Porterfield : Investment Decisions and Capital Costs.
8. Graham & Dodd : Security Analysis.
9. R. E. Gupta : Published Accounts.

Paper IV : Marketing Securities :

Duration : 3 hrs.

Max. Marks : 100

1. Securities-Meaning, Types of Securities, Investment in Securities, Analysis of Securities for Investment Purposes, Costs of Investment in Securities, Cost of Marketing, Saving for Investment in Securities.
2. Economic Forecasting and the Stock Investment Decisions, Forecasting Techniques.
3. The Securities Market-Stock Exchange and its function, Organisation of Stock Exchange, Marketing of New Issues.
4. Capital Issue Market in India-Control of Capital Issue, Institutions of the new Capital Issue Market, Methods of Floatation, Different Types of Securities issued in India, Underwriting.
5. Role of Stock Exchange in Development with special reference to India
6. Stock Exchanges in India-Genesis and Present Position, Organisation, Constitution, Rules and Regulations of Stock Exchange, Listing Regulation Rules of Trading Stock Exchange Quotations.
7. Indian Stock Exchanges, Organised Markets for Securities, Canalisation of savings.
8. Indian Stock Exchanges and the Investing Community.
9. Role of Commercial Banks, Life Insurance and General Insurance.
10. Role of Stock Exchange and Government Securities in the Capital Market of India.

Books Recommended :

1. Medda, N. C. : Capital Market in India.
2. Robinson, R. I. : Money and Capital Markets.
3. Mulkey, M. A. : The new Capital Issue Market in India.
4. Mehta, R. C. : Capital Market in India for Planned Growth.
5. Gupta, B. L. : Working of Stock Exchanges in India.
6. Rik, M. S. : Stock Market Economics.
7. Edited A. K. Sur : The Stock market Exchange.
8. Johnson, T. E. : Investment Principles.
9. Annual Report of various Stock Exchanges in India

Post Graduate Diploma in Financial Analysis and Control

Admission Procedure

The FAC Course is of one-year duration. Students, who have passed any undergraduate examination of the University of Rajasthan or any other University recognized by the Syndicate of the University of Rajasthan, can apply for admission.

A candidate who, after passing the Bachelor's Degree (10+2+3 pattern only) Examination in Commerce / Agriculture / Engineering / Science / Arts / B.B.A. of the University or any other University recognized for the purpose by the Syndicate with a minimum of 45% marks, has attended a regular course of study in an affiliated College / University Department for one academic year, shall be eligible for appearing at the Post Graduate Diploma Examination in Financial Analysis and Control.

OR

Post Graduate in any discipline with 50% marks from the University of Rajasthan or any other University recognized as equivalent thereto. Relaxation of 5% marks for SC/ST/OBC candidates only. The annual intake in a section will not normally exceed 30.

Scheme of Examination:

- (1) For a 'Pass' at the above Post Graduate Diploma Examination, a candidate must obtain at least 25% marks in each paper and 36% marks in the aggregate. Successful candidates obtaining a minimum of 60% marks in the aggregate shall be placed in First Division, those obtaining 48% marks in Second and the rest in 'Pass' Class.
- (2) Every candidate for the above Diploma Examination shall be required to offer six papers. Each theory paper shall be of three hours duration and carry 100 marks.

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Syllabus : Diploma Courses (Faculty of Commerce) 61

6. P. K. Sahu & D. P. Mishra : Capital Market in India-The Emerging Scenario.
7. Wright : Financial Management.
8. E. Vijaygopal : Indian Corporate Financial Management.

Paper on Financial Planning and Control

Duration : 3 hrs.

Max. Marks : 100

1. Financial Planning : Objectives of Financial Planning, Characteristics of a good financial plan, organisation of finance functions in a company setting. Capitalisation concepts, over capitalisation and under capitalisation.
2. Project Planning Market and Technical Analysis, project financing, financial projection and risk analysis, appraisal criteria, Project Management network techniques.
3. Capital Expenditure Decision - The Process of capital budgeting, Appraisal criteria-payback period, average rate of return and net present value.
4. Budgetary Control - Meaning of Budget, Budgeting and Budgetary control, Classification of Budget, Preparation of Flexible Budget, Sales Budget, Production Budget, Financial and Master Budget.
5. Standard Costing - Meaning of Standard Costing, budgetary control and standard costing, suitability of standard costing, standard costing as a management tool, limitation of standard costing.
6. Variance Analysis - Cost variance, direct material variance, direct labour cost variance, overhead variance, sales variance, Control of variance.
7. Break-even Analysis-Break-even point, break-even cart, profit volume ratio, assumption of break-even analysis, Limitation of break-even analysis.
8. Decision involving alternative choice-concept of different cost, determination of sales mix, exploring new market, discontinuance of a product line, make or buy decisions, decision regarding equipment replacement.

Books Recommended :

1. P. Chandra : Manager's Guide to Finance & Accounting.
2. I. M. Pandey : Financial Management.
3. Khan and Jina : Management Accountancy.
4. P. Chandra : Project Preparations, Appraisal Budgeting & Implementation.
5. Choudhury : Project Management.

Syllabus : Diploma Courses (Faculty of Commerce) 63

1. Investment Avenues-Shares, Debentures. Government securities and Bonds. Comparative study of investment avenues shares, debentures, NDC, Mutual funds and others.
2. Securities Market: Meaning and development, listing security market indices, BSE Sensitive Index, National Index. Technical Analysis of Stocks. Marketing operation, Transfer of Shares.
3. Security valuation-Meaning and security valuation models, Security Analysis-Fundamental analysis Charist techniques, technical analysis and Random walk analysis.
4. Portfolio Theory (Decisions) - Efficient market hypothesis-Forms and test: concept of portfolio and sharp model. Capital assets pricing model-test and applications. Arbitrage pricing theory.
5. Risk Return Expectation - Investment Goals and constraints, assets allocation, portfolio management strategies and portfolio revision.
6. Portfolio Management-Equity portfolio, Bond portfolio and individual portfolio management. Portfolio Management Services. Portfolio Management Practices in India. U.T.I., L.I.C. General Insurance, Mutual Funds and Banks.

Books Recommended :

1. Aming Feredric : Investment (Prentice Hall).
2. Francis : Investment (Tata McGraw Hill).
3. J. Edwin, Eltan & Martin : Modern Portfolio Theory and Investment Analysis (John Wiley).
4. J. Anthony, Curley & Robert : Investment Analysis and Management (Harper & Row).
5. Graham Dod and Cotter : Security Analysis-Principles and Technique (Tata McGraw Hill).
6. L. C. Gupta : Return on Equities : The Indian Experience (Oxford).
7. B. Mayo Herbert : Basic Investment (Dyden Press).
8. K. Bhatta and S. K. Tuteja : Investment Management: (S. Chand).

Paper-V : Economic and Quantitative Techniques :

Duration : 3 hrs.

Max. Marks : 100

1. Utility Theory, Definition of Demand Curve, Demand Functions and elasticities.
2. Production function, cost function, cost concept, economy and diseconomy of scales.
3. Theory of Firm, market structure, perfect competition monopoly and monopolistic competition. Price decision and policy.

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Note: The paper will contain nine questions having three questions in each section. Candidates are required to attempt five questions in all selecting at least one question from each Section.

SECTION - A

1. **Identification of Investment Opportunities:** Meaning, Objectives and Importance of Project; Project Identification, Formulation of Project - Steps involved in project formulation; Project ideas, screening of ideas; Environment scanning and opportunity analysis; Government regulatory framework.
2. **Market and Demand Analysis:** Information required for market and demand analysis, Sources of Information - Primary and Secondary; Demand forecasting.

SECTION - B

3. **Technical Analysis:** Materials and Inputs; Production Technology; Product mix; Plant location and layout; Selection of plant and equipment; Feasibility analysis (Technical, Financial & Economic Feasibility); Use of network techniques.
4. **Cost of Project and Means of Financing:** Major cost components; Means of financing; Sources of finance; Capital Structure; Various financing schemes of financial institutions.

SECTION - C

5. **Profitability, Financial Projections and Tax Considerations:** Cost of production, Break even analysis; Projected Balance Sheet; Profit & Loss Account and Cash Flows Statement; Provisions and considerations for computing Taxable Income.
6. **Appraisal Criteria and Appraisal Process:** General aspects of project appraisal and its importance; Methods of appraisal under certainty and risk and uncertainty; Investment appraisal in practice; Process followed by financial institutions; Project appraisal techniques.

References

1. Agarwal & Mishra, Project Management
Ramesh Book Depot Jaipur
- ② B.B. Goel A Project Management
Deep & Deep Publications
New Delhi