PROSPECTUS AND PROGRAMME GUIDE Exclusively for ICWAI Students

B.COM (F & CA) BACHELOR OF COMMERCE

with Major in Financial and Cost Accounting

M.COM (MA & FS) MASTER OF COMMERCE

In Management Accounting & Financial Strategies

Designed and Developed in Collaboration with The Institute of Cost and Works Accountants of India (ICWAI)



School of Management Studies Indira Gandhi National Open University New Delhi www.ignou.ac.in Please keep this Programme Guide safely till you complete the Programme. You will need to consult it while working on the Programme.

RECOGNITION

IGNOU is a CENTRAL UNIVERSITY established by an Act of Parliament in 1985 (Act No 50 of 1985). IGNOU Degrees/Diplomas/Certificates are recognised by all the members of the Association of Indian Universities (AIU) and at par with Degrees/Diplomas/Certificates of all Indian Universities/Deemed Universities/Institutions vide UGC Circular No. F.1-8/92 (CPP) dated February 1992 & AIU Circular No. EV/B (449)/94/176915-155115 dated January 1994.

Despatch of Study Material and Assignments

"The University sends study materials and assignments, wherever prescribed to the students by registered post and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that."

PROSPECTUS AND PROGRAMME GUIDE

Exclusively for ICWAI Students

BACHELOR OF COMMERCE B.COM (F & CA) with Major in Financial and Cost Accounting

MASTER OF COMMERCE M.COM (MA & FS) In Management Accounting & Financial Strategies

Designed and Developed in Collaboration with THE INSTITUTE OF COST AND WORKS ACCOUNTANTS OF INDIA (ICWAI)



School of Management Studies Indira Gandhi National Open University New Delhi www.ignou.ac.in

Price: Rs. 400/-

PROGRAMME DESIGN COMMITTEE

Prof. N.V. Narasimham, *Director* School of Management Studies, IGNOU

Mr. J. K Budhiraja, *Director* ICWAI

Mr. A.S. Durga Prasad Central Council Member, ICWAI

Mr. Sanjay Bhargave Central Council Member, ICWAI

Prof. A.R. Khan, *Convenor* BDP Coordination Committee, IGNOU

Prof. R.K. Grover (Retired) School of Management Studies, IGNOU

Prof. Nawal Kishor School of Management Studies, IGNOU

Prof. Madhu Tyagi School of Management Studies, IGNOU

Prof. M.S. Senam Raju School of Management Studies, IGNOU

PRINT PRODUCTION

Mr. K.G. Sasi Kumar Assistant Registrar (Publication) SOMS, IGNOU, New Delhi Mr. Sudhir Kumar Section Officer (Publication) SOMS, IGNOU, New Delhi

July, 2008

© Indira Gandhi National Open University, 2008

All rights reserved. No part of this work may be reproduced in any form, by mimeograph or any other means, without permission in writing from the Indira Gandhi National Open University.

Further information on the Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi-110 068.

Printed and published on behalf of the Indira Gandhi National Open University, New Delhi, by the

Director, School of Management Studies.

Laser typeset by Nath Graphics, 1/21, Sarvapriya Vihar, New Delhi-110 016.

Printed at:

THE INSTITUTE OF COST AND WORKS ACCOUNTANTS OF INDIA

About the Institute

The Institute of Cost and Works Accountants of India (ICWAI) is a premier professional body of Management Accountants in the Country established on 28th May, 1959 under the Cost and Works Accountants Act, 1959 as amended by the Cost and Works Accountants (Amendment) Act, 2006 enacted by the Parliament to regulate the profession of Cost and Management Accountancy in India. The Institute is governed by a Council in accordance with the provisions of the Cost and Works Accountants Act, 1959 as amended by the Cost and Works Accountants (Amendment) Act, 2006 and Cost and Works Accountants Regulations framed there under. The Institute as a part of its obligation to regulate the profession of Cost and Management Accountancy enrols students for Cost and Works Accountancy course provide coaching facilities to the students, organise professional development programmes for the members and undertake research programme in the field of Cost and Management Accountancy. Over the years the Cost and Management Accountancy profession has registered a tremendous growth and has occupied a prominent role in our economy and society. The Institute has more than 1,75,000 students and more than 43,000 qualified members. The Institute is a member of the International Federation of Accountants (IFAC), The Confederation of Asian and Pacific Accountants (CAPA) and The South Asian Federation of Region, is also imparting training to accountants from overseas countries. The Institute is also recognized by the Government of India as a premier Scientific and Industrial Research Organization (SIRO).

Objectives of the Institute

- i) To develop the Cost and Management Accountancy function as a powerful tool of management control in all spheres of economic activities;
- ii) To promote and develop the adoption of scientific methods in cost and management accountancy;
- iii) To develop the professional body of members and equip them fully to discharge their functions and fulfill the objectives of the Institute in the context of providing financial leadership of enterprises globally;
- iv) To keep abreast of development in cost and management accounting principles and practices, to incorporate such changes as essential for creating value for the industry and other economic activities;
- v) To excise supervision for the entrants to the profession and to ensure strict adherence to the best ethical standards by the professionals;
- vi) To organize the seminars and conferences on the subjects of professional interest in different parts of the country for cross fertilisation of ideas for professional growth;
- vii) To carry research activities covering various economic spheres and the publishing of books and booklets for disseminating information of professional interest to members in industrial, commercial and educational units in India and abroad.

ICWAI-IGNOU Memorandum of Understanding

Recognizing the subjects studied in the entry level courses of ICWAI and the subjects of study in the Foundation/ Intermediate courses of Cost and Works Accountants under the approved scheme of education and training of the ICWAI, IGNOU conducts a specialized Bachelor of Commerce with Major in Financial and Cost Accounting courses by which exemption is granted in certain common subjects such that these students can develop their learning process by acquiring knowledge in new areas rather than concentrating in the same subject, which are covered in the theoretical education scheme of the ICWAI. Further, recognizing subjects of the study in the ICWAI Final course, IGNOU also conducts in a specialised Master of Commerce in Management Accounting & Financial Strategies for the benefits of students who are undergoing ICWAI Final Course or who have already qualified ICWAI Final examination.

Contents

			Page Nos.	
1.	The	University	A-1	
	1.1	The Schools of Studies		
	1.2	Academic Programmes	A-2	
	1.3	Course Materials	A-2	
	1.4	Credit System	A-2	
2.	Bachelor of Commerce with Major in Cost and Financial Accounting B.Com (F & CA) A-3			
	2.1	Programme Structure	A-3	
	2.2	Eligibility for Admission		
	2.3	Medium of Instruction		
	2.4	Fee Structure		
	2.5	Duration of the Programme		
	2.6	Evaluation System	A-4	
3.	Master of Commerce in Management Accounting & Financial Strategies M.Com (MA & FS) A-6			
	3.1	Programme Structure		
	3.2	Eligibility for Admission		
	3.3	Medium of Instruction		
	3.4	Fee Structure		
	3.5	Duration of the Programme		
	3.6	Evaluation System	A-7	
4.		uctional System		
	4.1	Print Material		
	4.2	Audio-Visual Aids		
	4.3	Interactive Radio-Counselling		
	4.4	Gyan Darshan		
	4.5	Teleconferencing		
	4.6	Counselling		
	4.7	University Functionaries for Sorting Out Problems		
5.		ent Support through Study Centres		
6.	Evalu	uation System for IGNOU Courses		
	6.1	Continuous Evaluation through Assignments		
	6.2	Term-end Examinations	A-13	
7.	Othe	r Useful Information	A-15	
	7.1	IGNOU Newsletter	A-15	
	7.2	Reservation of Seats	A-16	
	7.3	Scholarships and Reimbursement of Fees	A-16	
	7.4	Provisional Certificate	A-16	
	7.5	Change of Medium	A-16	
	7.6	Change or Correction of Address	A-16	
	7.7	Change of Study Centre	A-16	
	7.8	Change of Regional Centre		
	7.9	Issue of Duplicate Grade Card/Mark Sheet		
	7.10	Re-admission	A-17	
	7.11	Simultaneous Registration		
	7.12	Refund of Fees	A-17	

	7.13 Migration Certificate	A-17	
	7.14 Disputes on Admission and other University Matters	A-17	
8.	Commerce Faculty and Staff	A-18	
	Syllabus of B.Com with Major in Financial and Cost Accounting [B.Com (F&CA)]		
9.	Syllabus of Courses Offered by IGNOU		
10.	Syllabus of Foundation Courses Offered by ICWAI	A-26	
11.	Syllabus of Intermediate Courses Offered by ICWAI	A-31	
	Syllabus of M. Com in Management Accounting and Financial Strategies [M.Com (M	[A & FS)]	
12.	Syllabus of Courses Offered by IGNOU	A-40	
13.	Syllabus of Final Courses Offered by ICWAI	A-44	
14.	Some Forms for Your Use	B-1	
	Assignment Remittance-cum-Acknowledgement Form	B-2	
	Requisition for Fresh Set of Assignments and Instructions	B-3	
	Term-end Examination Form and Instructions	B-5	
	Change of Medium/Elective of Study	B-7	
	Non-receipt of Study Material and Assignment	B-8	
	Application form for Re-checking of Result of Term-end Examination	B-9	
	Form for Duplicate Grade Card/Marksheet	B-10	
	Application Form for Issue of Migration Certificate	B-11	
	Re-admission Form and Guidelines	B-13	
	Application Form for Issue of Provisional Certificate	B-15	
15.	Satellite Downlink Centres for viewing Gyan Darshan Channel	B-16	
16.	Annexures		
	Annexure I: Addresses and Codes of IGNOU Regional Centres	B-21	
	Annexure II: Addresses of Study Centres of B.Com (F & CA) / M.Com (MA & FS)	B-33	
	Annexure III: List of State Codes	B-81	
	Annexure IV: List of Board Codes	B-82	
	Annexure V: Banks Designated to Collect Fees in Cash from IGNOU Students	B-83	
	Annexure VI: Challan Form		
17.	GUIDELINES FOR FILLING IN THE APPLICATION FORM	B-87	