

## 1. SALIENT FEATURES OF THE DIPLOMA PROGRAMME IN FINANCE, ACCOUNTS AND AUDITING

- 1) Name of the Programme : Diploma Programme in Finance, Accounts and Auditing
- 2) Duration of the Programme : Three years (Six Semesters)
- 3) Entry Qualification : Matriculation or equivalent as prescribed by State Board of Technical Education, Haryana
- 4) Intake : 40/60 (or as prescribed by the Board)
- 5) Pattern of the Programme : Semester Pattern
- 6) Ratio between theory and Practice : 60 : 40 (Approx.)

### 7) Industrial Training:

Four weeks of industrial training is included after IV semester during summer vacation. Internal assessment out of 50 marks and external assessment out of another 50 marks will be added in 5<sup>th</sup> semester. Total marks allotted to industrial training will be 100.

#### Distribution of Marks:

- Daily diary and reports of training - 50 Marks
- Viva Voce (External) - 50 Marks

### 8) Ecology and Environment:

As per Govt. of India directives, a subject on Environmental Education has been incorporated in the scheme.

### 9) Student Centred Activities:

A provision of 5-6 hrs per week has been made for organizing Student Centred Activities for overall personality development of students. Such activities will comprise of co-curricular activities like extension lectures, library studies, games, hobby clubs e.g. photography, painting, singing, seminars, declamation contests, educational field visits, N.C.C., NSS, Cultural Activities, Civil Defence/Disaster Management activities etc.

## **2. EMPLOYMENT OPPORTUNITIES FOR DIPLOMA HOLDERS IN FINANCE, ACCOUNTS AND AUDITING**

After passing out from the diploma programme in Finance, Accounts and Auditing the students will find employment with:

- (i) Banking Sector
- (ii) Accounts section of different organizations (Government / Non-Government)
- (iii) Chartered accountants and company secretaries
- (iv) Law consultants and financial agencies

### **3. COMPETENCY PROFILE FOR DIPLOMA HOLDERS IN FINANCE, ACCOUNTS AND AUDITING**

1. Perform managerial skills
2. Take managerial decisions
3. Prepare management information system reports
4. Understand the role of accountant
5. Understanding basic accounting concepts
6. Apply the basic accounting concepts with real life problem solving approach in the accounting and auditing sector
7. Take financial decisions
8. Applying various management tools for making financial decisions
9. Aware of various legislations
10. Aware of banking concepts and banking industry
11. Awareness of different types of banking industry
12. Understanding legal environment relating to banking industry
13. Knowledge of various negotiable instruments/documents used in trade and industry
14. Able to use various mathematical and statistical tools in real life problem-solving scenarios in any industry
15. Applying IT skills in accounting, banking, insurance and investment industry
16. Effective communication skills and grooming

#### 4. ABSTRACT OF CURRICULUM AREAS

1.	Communication Skills
2.	Business Organization
3.	Principles of Management
4.	Business Economics
5.	Business Mathematics
6.	Computer Fundamentals
7.	Basic Managerial Skills
8.	Business Environment
9.	Organizational Behaviour
10.	Fundamentals of Accounting
11.	Managerial Economics
12.	Fundamental of Insurance
13.	Human Resource Management -I
14.	Corporate Accounting
15.	Financial Management - I
16.	Company Law
17.	Business Environment
18.	Cost Accounting
19.	Indirect Tax Laws
20.	Managerial Economics
21.	Marketing Management
22.	Computerized Accounting – I
23.	E - Commerce
24.	Environmental Education
25.	Auditing
26.	Income Tax
27.	Personality Development, Ethics and Values
28.	Investment Management
29.	Project Oriented Professional Training

## 5. HORIZONTAL AND VERTICAL ORGANIZATION

Sr. No.	Subjects	Distribution in Hours in Various Subjects					
		I	II	III	IV	V	VI
1.	Communication Skills	5	5	-	-	-	-
2.	Business Organization	6	-	-	-	-	-
3.	Principles of Management	-	6	-	-	-	-
4.	Business Economics	6	-	-	-	-	-
5.	Business Statistics	6	7	-	-	-	-
6.	Computer Fundamentals	6	-	-	-	-	-
7.	Business Laws	-	6	-	-	-	-
8.	Banking and Financial Institution	-	4	-	-	-	-
9.	Financial Accounting	-	7	-	-	-	-
10.	Fundamentals of Accounting	6	-	-	-	-	-
11.	Fundamental of Insurance	-	-	5	-	-	-
12.	Human Resource Management	-	-	6	-	-	-
13.	Corporate Accounting	-	-	6	-	-	-
14.	Financial Management	-	-	6	-	-	-
15.	Company Law	-	-	6	-	-	-
16.	Business Environment	-	-	6	-	-	-
17.	Cost Accounting	-	-	-	6	-	-
18.	Indirect Tax Laws	-	-	-	6	-	-
19.	Managerial Economics	-	-	-	6	-	-
20.	Marketing Management	-	-	-	6	-	-
21.	Computerized Accounting	-	-	-	5	6	-
22.	E - Commerce	-	-	-	6	-	-
23.	Environmental Education	-	-	-	-	3	-
24.	Auditing	-	-	-	-	7	-
25.	Income Tax	-	-	-	-	7	-
26.	Personality Development, Ethics and Values	-	-	-	-	5	-
27.	Investment Management	-	-	-	-	7	-
28.	Project Oriented Professional Training	-	-	-	-	-	40
29.	Student Centred Activities	5	5	5	5	5	-
	<b>Total</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>