

## 9. COMMERCE

### COM-100: ACCOUNTING FOR BUSINESS

(Contact Hours: 60, Credits: 4)

**Course Objective:** To provide general exposure to the students of the various components of business environment in Indian context.

**Learning Outcome:** Students will be able to:

- a. Understand the basic concepts of Accountancy.
- b. Understand the system of preparing financial statements of sole traders, partnership firms, Hire Purchase, Royalty and consignment accounts.

#### UNIT -I

Introduction to Financial Accounting: Meaning, Definition and scope of Accounting – Objectives of Accounting – Functions of Accounting – Branches of Accounting – Accounting Principles, Accounting Standards: Meaning and Objectives, IND AS and IFRS

Final accounts of Sole Trading Concern: Financial statements – Preparation of Trading and Profit and loss account and Balance sheet with adjustments.

#### UNIT- II

Single Entry: Meaning, Features, Merits and Demerits. Types of Single Entry System. Difference between Single Entry System and Double Entry System. Ascertainment of profit/loss under single entry.

Consignment Accounts: Meaning, Consignor, Consignee, Goods consigned at Cost price and Invoice price, Account Sales. Commission: Types of Commission. Normal and Abnormal loss. Valuation of Stock, Creation of Stock Reserve Account. Problems on Consignment both Cost Price and Invoice Price.

#### UNIT -III

Partnership Accounts –Nature and types of Partnership including salient feature of Partnership Act 2008. Admission of Partner, Retirement and Death of Partner.

Dissolution of Partnership firm (Garner Versus Murray)

#### UNIT -IV

Accounting for Hire Purchase System: Meaning – Features of Hire purchase system. Differences between hire purchase and installment system. Calculation of interest. Ascertainment of cash price of an asset. Problems on hire purchase system (excluding repossession of assets)

Royalty Accounts: Meaning and Definition. Terms used: Royalty, Minimum rent, Short workings, surplus royalty, recoupment of short workings.

Stoppage of work due to abnormal causes. Problems on royalty including minimum rent account.

**Suggested Readings (Latest Edition)**

- S.P. Jain and K.L. Narang, Advanced Accountancy Vol 1 Kalyani publication
- M. Hanif and A.Mukherjee, Financial Accounting, McGraw Hill Publications
- M.C. Sukhla, T.S. Grewal and S.C. Gupta, Advanced accountancy, Sultan Chand and Co.
- S. Kr. Paul, Advanced Accountancy Vol I, World Press, Kolkata
- R.N. Anthony and J.S. Reece, Accounting Principles, Richard Irwin Inc
- Compendium of Statement and Standards of Accounting: The Institute of Chartered Accountants of India, New Delhi

**COM-150: PRINCIPLES OF MANAGEMENT****(Contact Hours: 60, Credits: 4)**

**Course Objective:** To acquaint the students with the basic process and principles of management and to make them aware of the important management functions and practices.

**Learning outcome:** Students will:

- a. Be familiarize with extant management concepts, theories and practices
- b. Develop a theoretical and applied understanding of managing organizations.

**Unit – I: Introduction**

Meaning, characteristics and significance of Management

Functions of Management

Theory base of Management – Classical (Taylor and Fayol); Neo Classical (Mayo and Barnard); Modern (Systems and Contingency theory); Contemporary (Drucker and Porter)

**Unit – II: Planning and Organizing**

Planning – Meaning and characteristics; Planning premises and planning process; Need for planning; Barriers to effective planning; Decision making in planning

Organizing – Meaning, characteristics and significance; Principles of organising; Formal and Informal organization; Organizational structure and types (Departmentation, Project, Matrix and Network); Delegation v/s Decentralization

**Unit – III: Staffing and Directing**

Staffing – Meaning, characteristics and significance; Factors affecting staffing decisions

Directing – Meaning, characteristics and significance; Motivation concept and theories (Maslow, Herzberg and McGregor); Leadership concept and styles (Likert and Blake & Mouton); Communication concept, types, process, barriers and remedies

#### **Unit – IV: Controlling**

Controlling – Meaning, characteristics and significance; Process of Controlling; Traditional techniques (Financial statements, Budgetary control and Break even analysis) and Modern techniques (Management Audit, PERT& CPM and MIS); Planning and Controlling linkage

#### **Suggested Readings (latest editions)**

- Bose, Chandra, Principles of Management and Administration, PHI, New Delhi.
- Chandan, JS, Management Concepts and Strategies, Vikas, New Delhi.
- Drucker, Peter, The Practice of Management, Allied Publishers, New Delhi.
- Koontz & O'Donnell, Principles of Management, Tata McGraw Hill, New Delhi.
- Prasad & Gulshan, Principles & Practice of Management, Sultan Chand & Sons, New Delhi
- Robbins, Organizational Behavior, PHI, New Delhi.
- Mahajan & Mahajan, Management Principles and applications. Vikas Publications
- Gupta & Sharma, Principles and Practice of Management, Kalyani Publications