

DEPARTMENT OF COMMERCE

B.Com (Hons.)

**[Under Curriculum and Credit Framework for Undergraduate
Programmes (CCFUP) as per NEP- 2020]**

Course Outcomes

Semester –I

COM1011-8: FINANCIAL ACCOUNTING-I

Objectives: The objective of this paper is to help students to acquire conceptual knowledge of the corporate accounting and to impart skills for recording various kinds of corporate transactions.

Course Outcomes:

The students will be able to understand and identify the accounting principles, rules and procedures which are relevant to different types of transactions. The students will be able to apply the accounting principles, rules and procedures in recording different types of transactions.

Unit 1: Theoretical Framework

- i) Financial accounting conceptual framework: Accounting Principles, GAAP, Concepts and Conventions; Entity, Matching Concept, Dual Aspect, Money Measurement, Going Concern, Cost, Realization, Accruals, Periodicity, Consistency, Conservatism, Materiality and Full Disclosures.
- ii) Accounting Standards: Concepts, benefits, and procedure for issuing accounting standards in India. Salient features of First-time adoption of Indian Accounting Standards (Ind-AS101).
- iii) International Financial Reporting Standards (IFRS): Need and due process to set IFRS.

Learning Outcomes:

Learners will be able to:

- 1. Understand the concepts of Financial Accounting and its uses.
- 2. Understand the concepts of Accounting Principles and Accounting Standards.
- 3. Understand the Need of International Financial Reporting Standards (IFRS).
- 4. Understand the qualitative characteristics of financial reporting.

Unit 2:

- a) Single Entry: Distinction between Single Entry System and Double Entry System, Defects of Single Entry System, Preparation of Accounts from Incomplete Records, Conversion from Single Entry System to Double Entry System.
- b) Sectional Balancing and Self-Balancing Ledger

Learning Outcomes:

- 1) Understand the concepts of Single Entry System and Double Entry System
- 2) Preparation of Sectional Balancing and Self-Balancing Ledger.

Unit 3: Consignment Accounting

Basic features of Consignment; the difference between Consignment and Sales; Preparation of Accounts in the books of Consignor and Consignee at Cost price and Invoice price: Valuation of unsold stock; Ordinary Commission, Del-credere commission, Special Commission; Valuation of normal and abnormal loss; Preparation of Consignment Debtors Account

Learning Outcomes:

- 1) Understand the concepts Consignment and preparation of consignment accounts.
- 2) Understand the treatment of Ordinary Commission, Del-credere commission, Special Commission;
- 3) Valuation of normal and abnormal loss and their treatments in consignment accounts.

Unit 4: Insurance Claim for Loss of Stock and Loss of Profits

Learning Outcomes:

- 1) Understand the concept of Insurance claim.
- 2) Computation of insurance claim.
- 3) Preparation of loss of profit accounts.

Unit 5: Partnership Accounts – I

Preparation of Accounts: P/L Appropriation Account, Capital & Current Account; Guarantee - by the firm, by a partner and both; correction of appropriation items with retrospective effect; change in the constitution of firm due to change in profit sharing ratio, admission, retirement.

Learning Outcomes:

- 1) Understand the concept of partnership.
- 2) Preparation of partnership accounts.
- 3) Treatment of goodwill in partnership accounts.
- 4) Computation of profit sharing ratio in partnership.

Comm1031: FUNDAMENTALS OF ACCOUNTING

Objectives:

The objective of this paper is to help the students to acquire basic knowledge of Accounting and to develop the knowledge to understand financial reports as stakeholders.

Learning Outcomes:

Learners will be able to:

1. Understand the basic concepts of Accounting.
2. Understand and prepare the Financial Statement of the proprietary concern.

3. Understand and prepare the Financial Statement of non-trading concern

Unit 1: Introduction of Accounting

- i) Accounting: Meaning, objectives, Types of accounting information, Users of accounting information and their needs. Basis of accounting - cash basis, accrual basis and hybrid basis. Types of accounting - Financial Accounting, Cost Accounting and Management Accounting.
- ii) Accounting Principles: Entity Concept, Money Measurement Concept, Going Concern Concept and Accounting Period Concept.
- iii) Basic Accounting Terms: Transaction, Event, Capital, Drawings, Asset (Fixed and Current). Liabilities (Long term, Short Term or Current), Receipts (Capital & revenue), Expenditure (Capital, Revenue and Deterred Revenue), Income, Profit and Loss, Purchase, Sales, Stock, Debtors, Creditors. Cost, Revenue, Discount (Cash & Trade)

Learning Outcomes:

- 1) Understand the concept of Accounting, cash basis, accrual basis and hybrid basis of accounting.
- 2) Learn the different types of accounting.
- 3) Understand the Principles of accounting.
- 4) Understand the concept of Transaction, Event, Capital, Drawings, Assets

Unit 2: Recording of Transactions and Preparation of Trial Balance

Double Entry System, Evidence of transactions: Books of Original Entry, Cash Book: Special Purpose Books: Ledger: Trial Balance: Bank Reconciliation Statement:

Learning Outcomes:

- 1) Understand the concept of double entry system.
- 2) Understand the concept of cash book.
- 3) Understand the concept of ledger and the Utility of ledger and also posting from Journal, Cash Book and Special Purpose Books.
- 4) Understand the concept of Trial balance.
- 5) Understand the concept and preparation of Bank Reconciliation Statement.

Unit 3: Financial Statement

- i) Financial Statement: Objective and Importance.
- ii) Trading and Profit & Loss Account: Preparation of Accounts
- iii) Balance Sheet: Need for Preparation, Grouping and Marshaling of Assets & Liabilities.
- iv) Preparation of Financial Statement: Preparation of Trading and Profit & Loss Account and Balance Sheet of sole proprietorship trading concern.

Learning Outcomes:

- 1) Understand the concept of Trading and Profit & Loss Account, Balance Sheet.
- 2) Preparation of the Trading and Profit & Loss Account, Balance Sheet.
- 3) Understand the concept of Grouping and Marshaling of Assets & Liabilities.

Unit 4: Financial Statement of Non-Profit Seeking Organizations

- i) Non-Profit Seeking Organization: Concept
- ii) Receipts and Payments Account: Need for preparation and features.
- iii) Income and Expenditure Account: Need for preparation and features.
- iv) Financial Statement: Preparation of Income & Expenditure Account and Balance Sheet from the given Receipts & Payments Account and additional information.

Learning Outcomes:

- 1) Understand the concept Non-Profit Seeking Organization.
- 2) Preparation of the Receipts and Payments Account.
- 3) Preparation of the Income and Expenditure Account.

Comm1051: E-COMMERCE**Objectives:**

To enable the student to become familiar with the mechanism for conducting business transactions through electronic means.

Learning Outcomes:

After completion of the course, learners will be able to:

1. Describe the challenging needs of society in the field of e-commerce.
2. Evaluate various applications in the context of online transactions.
3. Compare various e-payment systems.
4. Analyze security and operational issues in e-commerce.

Unit 1: Introduction

E-Commerce-meaning, nature, concepts, advantages and disadvantages, types; e-commerce business models B2B [concept, major activities, types of B to B market (independent, buyer oriented, supplier oriented, e-marketplace)], B2C [portals, e-tailer, content provider, transaction broker, real-life examples of B2C], C2C, C2B, etc.: forces behind e-commerce, e-Governance [meaning, types, significance, real-life examples]. Traditional commerce vs. E-commerce, E-commerce vs. M-commerce, E-commerce vs. E-business, Impact of E-commerce on society

Learning Outcomes:

- 1) Understand the concept of E-Commerce, B2B, C2C, C2B.
- 2) Learn the various e-payment systems.
- 3) Impact of E-commerce on society

Unit 2: E-CRM and SCM

E-CRM-definition, features, goals of E-CRM business framework, phases of E-CRM, types of E CRM, Functional components of E-CRM, strategies for E-CRM solutions; SCM-definition, features, types of supply chain

Learning Outcomes:

- 1) Understand the concept of E-CRM and SCM,
- 2) Application of the different types of E CRM.
- 3) Understand the concept of supply chain

Unit 3: Digital Payment

Methods of e-payments (Debit Card, Credit Card, Smart Cards, e-Money), electronic or digital wallet, digital signature (procedures, working and legal provisions), payment gateways [Core Banking Solution or CBS, Mobile Payment, UPI, NCPI, International Payments], Online banking [meaning, concepts, importance, electronic fund transfer, automated clearing house, automated ledger posting], risks involved in e-payments.

Learning Outcomes:

- 1) Understand the concept of e-payments.
- 2) Application of different e-payments such as Debit Card, Credit Card, Smart Cards, e-Money.
- 3) Understand the importance of payment gateways.
- 4) Analyze the risk involved in e-payments.

Unit 4: ERP

Definition, features, major characteristics, levels of ERP, benefits of ERP, enterprise potential of ERP, modules of ERP, phases of ERP implementation, limitations of ERP.

Learning Outcomes:

- 1) Understand the concept and meaning Enterprise Resource planning.
- 2) Understand the usage of ERP
- 3) Learn the different modules of ERP
- 4) Understand the limitations related with ERP.

Unit 5: New Trends in E-Commerce

Social Commerce-concept, definition, features; Digital Marketing-definition, objectives, methods, limitations; Advertisement in Social Media-objectives, advantages and disadvantages, procedures

Learning Outcomes:

- 1) Understand the concept Social Commerce
- 2) Understand the methods involved in digital marketing and how the marketing change over time.
- 3) Understand the importance of advertising and also the limitation attached with advertising.

Semester-II

Comm2011: COST AND MANAGEMENT ACCOUNTING-I

Objectives:

To develop an understanding of the basic concepts and applications to establish the cost associated with the production of products and services, ii) To develop an understanding of cost accounting statements, and iii) To acquire the ability to apply information for cost ascertainment, planning, control and decision-making.

Learning Outcomes:

After completion of the course, learners will be able to:

- i) Examine and analyze the different cost concepts
- ii) Determine various components of the cost of production.
- iii) Classify unit cost and total cost by preparing a cost statement.
- iv) Compute employee cost, employee productivity and employee turnover.

Unit 1: Introduction to Cost and Management Accounting

□ Meaning and concept of Cost, Costing, Cost Accounting, and Cost Accountancy. Objectives and Scope of Cost and Management Accounting, Evolution, advantages and limitations of Cost and Management Accounting. Users of Cost and Management Accounting information. Role of Cost Accounting department and its relation with other departments

□ Cost Objects, Cost Units, Cost Centres and Responsibility Centres Installation of Cost Accounting System. Cost Classification. Elements of Cost, Cost Control and Cost Reduction. Cost behaviour pattern, Separating the components of fixed, variable and semi-variable costs.

□ Preparation of Cost Sheets for Manufacturing and Service Sectors. Relationship of Cost Accounting, Financial Accounting, Management Accounting and Financial Management, Methods of Costing and Techniques of Costing

Learning Outcomes:

- 1) Understand the concept of Cost, Costing, Cost Accounting, and Cost Accountancy.
- 2) Understand the concept of fixed, variable and semi-variable costs
- 3) Understand the concept of Management Accounting and Financial Management
- 4) Understand the concept of Cost Objects, Cost Units, Cost Centres and Responsibility Centres
Installation of Cost Accounting System.
- 5) Learn the Relationship of Cost Accounting, Financial Accounting, Management Accounting and Financial Management
- 6) Understand the concept of Cost Control and Cost Reduction

Unit 2: Material Cost

☐ Concept of Material and Inventory

Material Control-Meaning, Objectives, Prerequisites, Elements and Advantages. Material Procurement: Organization, Methods, Procedures Pricing. Procedures and documentation involved in Procuring, Storing and Issuing material. Various inventory control techniques and determination of various stock levels. Computation of EOQ and apply the EOQ to determine the optimum order quantity.

☐ Material Issue procedure and valuation of material issues

Selection of pricing methods- FIFO, LIFO, Average etc, Various methods of inventory accounting and preparation of Stores Ledger/Account, Identification and Treatment of Normal and abnormal Loss and its accounting treatment. Accounting and Control of Waste, Scrap, Spoilage and Defectives

Learning Outcomes:

- 1) Understand the concept of Material and Inventory.
- 2) Understand the concept of Economic Order Quantity.
- 3) Understand the Concept of different procedures of issuing materials.
- 4) Understand the Concept of Normal and Abnormal Loss and its accounting treatment in stock maintenance.

Unit 3: Employee Labour Cost

Meaning and importance of Employee/ Labour Cost in an organization Classification of Labour Cost. Labour cost control, Attendance and payroll procedures: Time Keeping and Time Booking, Meaning, importance, control and accounting treatment of Idle Time, Overtime. Labour turnover -meaning, reasons, methods of measurement and control. Various methods of remuneration and incentive systems in the calculation of wages and bonuses, Time rate and piece rate system, Efficiency rating procedures, and Labour productivity.

Learning Outcomes:

- 1) Understand the Concept of Labour Cost.

- 2) Techniques involved in maintain the labour cost.
- 3) Method used in computation of labour cost.
- 4) Understand the Concept of Labour productivity

Unit 4: Overheads

Meaning and importance, Classification, Allocation, Apportionment, and Absorption of Overheads, Accounting and Control of Factory/Manufacturing Overheads, Primary distribution and Types of overhead rates, Meaning and Treatment of under absorption and over absorption of overheads and apply the same in cost computations, Accounting and Control of Administrative Accounting and (Control of Selling and Distribution Overheads). Treatment of certain items in costing: interest and financial charges, depreciation, packing expenses, fringe benefits, bad debt, training expenses, research and development cost, canteen expenses.

Learning Outcomes:

- 1) Understand the Concept of Overheads and its classification.
- 2) Understand the treatment of and financial charges, depreciation, packing expenses, fringe benefits, bad debt, training expenses, research and development cost.
- 3) Understand the Concept of under absorption and over absorption.

Unit 5: Cost Accounting Systems

Concept of Cost Accounting or Cost Control System, Non-integral System of Accounting Advantages and limitations of Non-Integral System, Cost Accounting Ledgers and Control Accounts and Scheme of Journal entries

Integrated or Integral Accounting System: Meaning, Advantages, Limitations, Features, and Prerequisites, Procedure of Recording under Integral Accounting System. Reconciliation of Cost and financial Accounts: Need for reconciliation. The reasons for differences in profit under financial and cost accounting systems and the procedure of preparation of reconciliation statement for profit under financial and cost accounting systems and Preparation of Memorandum Reconciliation Account, Accounting for Management Information and Cost Control

Learning Outcomes:

- 1) Understand the Concept of Cost Accounting or Cost Control System
- 2) Understand the Non-Integral System and Integral Accounting System.
- 3) Understand the concept of Memorandum Reconciliation Account.

Comm2031: FUNDAMENTALS OF MANAGEMENT

Objectives:

Understanding the basic concepts and various functions of management, Creating awareness among the students about the application of management principles in business organizations.

Learning Outcomes:

1. The students will be able to understand and identify the management principles and practices which are relevant in the business environmental context.
2. The students will be able to apply the acquired knowledge in managerial functions.

Units 1: Introduction to Management

Meaning and Definition, Nature, Characteristics, Scope, Levels of Management, Administration Vs. Management, Essence of Management, Evolution of management thought: contributions of F.W. Taylor and Henry Fayol.

Learning Outcomes:

- 1) To acquire conceptual knowledge of the business management
- 2) To emphasis integrating, applying and reinforcing the knowledge, skills and attitudes developed in other courses.
- 3) Understand the different theories of management and also the evolution of management.

Units 2: Planning

Meaning and Definition, Characteristics of Planning. Importance and Benefits of Planning, Steps and Planning, Types of Planning, Limitations of Planning, Decision making (concept only)

Learning Outcomes:

- 1) Understanding the Meaning of Planning,
- 2) Role of planning in organization and different types of planning.
- 3) Understanding the Concept of Decision making

Units 3: Organising

Concept and process of organizing, Span of management, Different types of authority (line, staff and functional), Decentralization, Delegation of authority, Formal and Informal Structure, Principles of Organising.

Learning Outcomes:

- 1) Explain how organizations adapt to an uncertain environment and identify techniques which managers use to influence and control the internal environment.
- 2) Understanding the Concept of Decentralization, Delegation of authority

Units 4: Staffing, Directing and Controlling

- a) Staffing: Concept, Process.
- b) Directing: Meaning, Nature, Significance, Principles and Techniques
- c) Motivation: Concept, Importance, Motivation theories: Maslow's Need-Hierarchy Theory, Herzberg's Two-factor Theory
- d) Leadership: Concept, Importance, Qualities of a good leader, Types of Leadership styles
- e) Controlling.

Learning Outcomes:

- 1) Demonstrate knowledge of the theories, concepts and findings of the Faculty specializations
- 2) Discuss and communicate the management evolution and how it will affect future managers.
- 3) Strategic and critical thinking in relation to business and commerce related issues.
- 4) Observe and evaluate the influence of historical forces on the current practice of management.
- 5) Identify and evaluate social responsibility and ethical issues involved in business situations and logically articulate own position on such issues.
- 6) Explain how organizations adapt to an uncertain environment and identify techniques managers use to influence and control the internal environment.
- 7) Practice the process of management's four functions: planning, organizing, leading, and controlling.
- 8) Identify and properly use vocabularies within the field of management to articulate one's own position on a specific management issue and communicate effectively with varied audiences.
- 9) Evaluate leadership styles to anticipate the consequences of each leadership style.
- 10) Gather and analyze both qualitative and quantitative information to isolate issues and formulate best control methods.

Comm2051: COMPUTER APPLICATIONS IN BUSINESS

Objectives:

To help students to acquire computer knowledge and skills and enhance the student's understanding of the usefulness of information technology tools for business and develop a clear understanding of the application of computers in business operations.

Learning Outcomes: After completion of the course, learners will be able to:

- 1. Describe the various concepts and terminologies used in computing, computer networks and the internet.
- 2. Develop basic computer skills.
- 3. understand basic concepts of DBMS

Unit 1: Computer Basics

a) Definition and Characteristics of Computer. Generations of computers. CPU organization and architecture: Arithmetic/Logic Unit (ALU), Control Unit (CU)

b) ROM. Memory organization: Memory representation, Cache memory, Primary memory Functions of RAM and ROM. Different types of RAM and ROM. Secondary memory - Magnetic RAM and optical storage devices (a brief description of different types).

c) Input and Output Devices: Major types and their functions.

Learning Outcomes:

- 1) Understanding of the basics of computer and its components such as RAM, ROM, ALU, CONTROL UNIT.
- 2) Understand the different utilities of computer and its devices.

Unit 2: Operating System

Concept, types, functions of operating system; Software-Concepts and types of software.

Learning Outcomes:

- 1) Understand the meaning of softwares and its functions.
- 2) Understand the different types of softwares.

Unit 3: Number System and Binary Arithmetic and Logic Gate

Positional Number Systems –Decimal, Binary, Octal, Hexadecimal; Binary Arithmetic - Addition, Subtraction, Number Representation -One's Complement, Two's Complement. Digital Logic Gates; Truth Table, Logic Diagrams, Simplified Circuits (Half adder, Full adder)

Learning Outcomes:

- 1) Understand the Number system in computer applications.
- 2) To learn the logic gates, truth table, binary and decimal number systems.

Unit 4: Internet, and Its Applications

Meaning of Internet, IP Address, URL, Domain Name System, Internet Protocols - TCP/IP, UDP, FTP, TELNET [brief ideas only], HTML, DHTML AND XML [Concepts only]

Learning Outcomes:

- 1) Understand the meaning of IP address, URL, HTML, DHTML AND XML.

- 2) To learn the application of Internet and its uses.

Unit 5: Introduction to DBMS

Concepts of database and database management system (DBMS). Components of database management system (DBMS) Data abstraction. Architecture - three schema architecture. Data models: hierarchical model, network model and relational model.

Learning Outcomes:

- 1) Understand the Concepts of database and database management system.
- 2) Understand the Concepts of network model, relational model and Architecture.
- 3) Understand the Concepts of hierarchical model, network model and relational model

Semester-III

Comm3011-FINANCIAL ACCOUNTING-II

Objective:

The objective of this course is to provide students with an in-depth understanding of advanced topics in accounting, focusing on partnership accounts, hire purchase and Instalment payment systems, accounting for inland branches and departmental accounts, investment accounts, and company accounts.

Learning Outcomes: On successful completion of the course, students will be able to:

1. Apply the accounting principles while recording transactions of Departmental, Hire purchase and Branch Accounts.
2. Understand the principles of accounting for shares.
3. Understand the concepts of Investment Accounting.

Unit 1: Partnership Accounts-II

Accounting for dissolution of firm – Settlement of accounts on Dissolution -Insolvency of one or more partners, Consideration of private estate and private liabilities, Piecemeal distribution Order of payments– surplus capital basis and maximum possible loss basis

Learning Outcomes:

- 1) To understand the concept of partnership.
- 2) Learn the accounting for preparation of partnership accounts.
- 3) Understand the concept of dissolution and their treatment in accounting terms.
- 4) Learn the ways to Settle the accounts on Dissolution of firm

Unit 2: Accounting for Hire Purchase and Installment purchase

Meaning of Hire Purchase System; Difference with Installment Payment System and Sale; Methods of recording of Hire Purchase Transactions in the books of Buyer and Hire vendor –calculation and allocation of interest in case of Hire Purchase and Installment Payment Systems– use of Interest Suspense account – partial and complete repossession of goods, Termination of Hire Purchase Contract, Entries under Hire Purchase Stock and Debtors Method (with repossession); Entries under H.P. Trading Method (with repossession).

Learning Outcomes:

- 1) Understand the concept of Hire Purchase System and Installment Payment System
- 2) Understand the concept of Entries under H.P. Trading Method.
- 3) Learn the treatment of Entries under Hire Purchase.
- 4) Understand the concept of partial and complete repossession of goods under Hire Purchase System

Unit 3: Accounting for Inland Branches and Departmental Accounts

Concept of Branch, different types of Branches, Synthetic method – preparation of Branch account (at Cost & at Invoice Price).Preparation of Branch Trading and P/L account– normal and abnormal losses, Analytical method – preparation of Branch Stock, Adjustment Account (at Cost & at IP) – normal & abnormal losses, Independent branch – concept and adjustments; Wholesale profit and retail profit at Branch.

Learning Outcomes:

- 1) Understand the concept of Branch, Independent branch, Wholesale profit and retail profit at Branch
- 2) Preparation of branch accounts applying different methods
- 3) Preparation of Departmental Trading and P/L account, Consolidated Trading and P/L account

Unit-4: Investment Accounts

Meaning, Maintenance of investment ledger, change in the nature of investments, Cum-dividend and Ex-dividend transactions, Cum-interest and Ex-interest transactions. Accounting for investment in fixed interest bearing securities and variable income bearing securities, Securities Transactions Tax (STT)

Learning Outcomes:

- 1) Understand the concept of Investment ledger.
- 2) Preparation of Investment Accounts
- 3) Treatment of Cum-interest and Ex-interest transactions

Unit 5: Company Accounts

Issue of Shares – issue, forfeiture, reissue, issue of shares for consideration other than cash and issue to the promoters; Pro-rata issue of shares. Sweat, Right and Bonus Shares.

Underwriting of shares and debentures: Rules; Determination of Underwriters Liability – with marked, unmarked & firm underwriting accounting

Learning Outcomes:

- 1) Understand the concept of Shares, Sweat Equity Shares, Right Shares and Bonus Shares
- 2) Understand the concept of debentures
- 3) Understand the concept of Underwriting of shares and debentures
- 4) Preparation of journal entries for issue of shares

Comm3012- COST AND MANAGEMENT ACCOUNTING

Objectives

To understand the various methods and techniques involved in cost ascertainment and to be able to analyze and evaluation information for cost planning, control and decision making

Course Outcomes:

On successful completion of the course, students will be able to:

1. Understand the meaning of Unit costing. Job costing, Batch costing and Contract Costing
2. Elucidate the meaning, objectives, nature, and scope of Process costing and the concept of Joint and Byproducts.
3. Understand the meaning of Marginal Costing, Absorption Costing and Variable Costing.
4. Conduct a Cost-volume-profit analysis 5. Understand the concept of Service or Operating Costing.

Courses teaches-

Unit 1: Unit or Output Costing, Job costing and Batch Costing

a) Unit or Output Costing

Meaning, applicability, features and advantages, Methods of preparing cost sheet, Treatment of scrap, Price Quotation or Tenders and preparation of estimated cost sheet

b) Job Costing

- ☐ Meaning of Job Costing
- ☐ Principles of Job Costing,
- ☐ Process and equitability of Job Costing,
- ☐ Advantages and limitation of Job Costing,

- ☐ Preparation of Job Cost Sheet and procedure of Job Costing

c) Batch Costing

- ☐ Meaning of Batch Costing
- ☐ Features of Batch Costing
- ☐ Preparation of Statement of Cost under Batch Costing, Economic Batch Quantity

Learning Outcomes-

- 1) To acquire conceptual knowledge of Job costing and Batch costing.
- 2) Broadly describing about principles, process and equitability, advantages and limitation of Job Costing
- 3) To understand the meaning and features of Batch Costing.
- 4) To learn Preparation of Statement of Cost under Batch Costing, Economic Batch Quantity.

Unit 2: Contract Costing

- ☐ Meaning, features, applicability of Contract Costing,
- ☐ Recording of Contract Cost, Progress payments, Retention money, Escalation clause
- ☐ Preparation of Contract Account, Contractee Account and Extracts of Balance Sheet, Profit or Loss on incomplete contract

Course Outcomes-

- 1) To acquire conceptual knowledge of Contract Costing.
- 2) Broadly describing about Recording of Contract Cost, Progress payments, Retention money, Escalation clause to understand the meaning and features of Batch Costing.
- 3) To learn the Preparation of Contract Account, Contractee Account and Extracts of Balance Sheet, Profit or Loss on incomplete contract.

Unit 3: Process Costing including Joint products and By-products

Process Costing

- ☐ Meaning, basic features, costing procedures of Process Costing,
- ☐ Preparation of process cost accounts, treatment of normal process loss, abnormal process loss and abnormal gain in cost accounting.
- ☐ Meaning of Joint product and By-product, apportionment of joint cost, and method of apportioning—physical unit method, average unit cost methods, contribution margin method.
- ☐ Joint cost over by products, treatment of by-products cost in cost accounting

Learning Outcomes-

- 1) To acquire conceptual knowledge of Process Costing.

- 2) To understand the concept of normal process loss, abnormal process loss and abnormal gain in cost accounting.
- 3) Broadly describing about method of apportioning, physical unit method, average unit cost methods, contribution margin method.
- 4) To learn the Preparation of Process Costing.
- 5) To understand the concept of Joint product and By-product, apportionment of joint cost.
- 6) Broadly describing about method of apportioning, physical unit method, average unit cost methods, contribution margin method.
- 7) To learn the Preparation of Process Costing and treatment of by-products cost in cost accounting.

Unit-4: Service Costing or Operating Costing

Meaning of Service Costing, Types of services, Operating Costing system, Service Costing vs. Product Costing, Methods for ascertaining service cost unit, Transport costing – classification of five costs, Fixed charges, repairs and maintenance, operating and running charges, collection of costs, ascertainment of costs, operating cost Sheet

Learning Outcomes-

- 1) To understand the concept of Service Costing, Product Costing, Transport costing.
- 2) To understand the concept of Fixed charges, repairs and maintenance, operating and running charges, collection of costs, ascertainment of costs.
- 3) To prepare the operating cost sheet.

Unit 5: Marginal Costing

- ☐ Definition of marginal cost and marginal costing,
- ☐ Features of marginal costing, comparison between direct costing,
- ☐ Marginal costing and absorption costing,
- ☐ Advantages and limitations of marginal costing,
- ☐ cost-volume-profit analysis, profit volume chart, break-even analysis, graphical presentation of break-even chart, limitation of break-even analysis, methods of breakeven analysis, margin of safety, angle of incidence.

Course Outcomes-

- 1) To acquire conceptual knowledge of Marginal Costing.
- 2) To understand the concept of marginal costing, comparison between direct costing
- 3) To understand the concept of absorption costing.
- 4) Broadly describing about cost-volume-profit analysis, profit volume chart, break-even analysis, and graphical presentation of break-even chart.

- 5) Broadly describing about limitation of break-even analysis, methods of breakeven analysis, margin of safety, angle of incidence
- 6) To learn the Preparation of cost-volume-profit analysis, profit volume chart, break-even analysis.

Comm3031: FUNDAMENTALS OF FINANCE

Objectives:

This course aims to provide students with a comprehensive understanding of essential financial concepts, techniques, and decision-making processes crucial for effective financial management within organizations. Through this course, students will learn to analyze financial situations, make informed decisions, and contribute to the overall financial success of firms.

Course Outcomes: The course outcomes include grasping fundamental concepts, principles, and techniques pertinent to financial management decisions, such as capital budgeting, capital structure, liquidity, and dividend decisions of business firms. Students will develop the capability to apply these concepts to analyze diverse financial situations, make informed decisions, and contribute effectively to financial management processes within organizations.

Unit-1: Introduction to Finance

Finance – definition, nature and scope; Sources of Finance - short-term and long-term sources; Financial management-concept, objectives and decision areas; Time value of money-concept and importance; Future value and Present value calculations; Cost of capital-meaning and relevance.

Learning outcomes:

- 1) Understand the concept of Finance.
- 2) Understand the concept of Time value of money
- 3) Understand the concept of Future value and Present value

Unit-2: Capital Budgeting Decision

Capital budgeting – definition, features and importance; Different kinds of capital budgeting decisions; Various approaches to capital budgeting decisions under certainty condition.

Learning outcomes:

- 1) Understand the concept of Capital budgeting
- 2) Applications of different kinds of capital budgeting decisions
- 3) Learn how to make capital budgeting decisions under certainty

Unit-3 Capital Structure Decision

Concept of capital Structure; Capital Structure vs. Financial Structure; Importance of Capital Structure; Optimal Capital Structure: Determinants of Capital Structure.

Learning outcomes:

- 1) Understand the concept of capital Structure
- 2) Learn the importance of capital Structure
- 3) Learn the concept of financial structure
- 4) Understand the Optimal Capital Structure

Unit-4 Working Capital Management

Meaning and classification of working capital; Working Capital Management-concept and importance, Determinants of working capital requirement, Sources of working capital finance.

Learning outcomes:

- 1) Understand the concept of working capital
- 2) Learn the Sources of working capital finance
- 3) Learn the importance to manage working capital

Unit-5 Dividend Decision

Meaning and classification of dividend; Meaning, objectives and determinants of dividend policy

Learning outcomes:

- 1) Understand the concept of dividend
- 2) Understand the concept of dividend policy and its various types
- 3) Objectives of dividend distribution

Comm3051: ENTREPRENEURSHIP DEVELOPMENT

Objective:

This course aims to provide students with a comprehensive understanding of the different issues associated with the concept of entrepreneurship and to orient them towards entrepreneurship as a career option.

Course Outcomes:

On completion of the course students will be able to understand the basic nuances of entrepreneurship; inculcate creative thinking and behavior towards entrepreneurship; develops a mindset for new venture creation.

Unit 1: Introduction to Entrepreneurship & Entrepreneur

Entrepreneurship: Meaning, Scope, Nature, Needs, Elements, Determinants, Importance, Dimensions of entrepreneurship: Intrapreneurship, Technopreneurship, Cultural Entrepreneurship, International Entrepreneurship, Netpreneurship, Ecopreneurship, Copreneurship, Social Entrepreneurship, Women Entrepreneurship; Entrepreneur: Types, Qualities/ Traits of successful entrepreneurs, Entrepreneur vis-à-vis Intrapreneur & Manager; Contemporary role models from Indian business; Creativity & Innovation in entrepreneurship.

Learning outcomes:

- 1) Understand the concept of Entrepreneurship, Intrapreneurship, Technopreneurship, Cultural Entrepreneurship, International Entrepreneurship, Netpreneurship, Ecopreneurship
- 2) Understand the concept of Creativity & Innovation in entrepreneurship
- 3) Qualities/ Traits of successful entrepreneurs

Unit 2: Family Businesses & MSMEs

Family Business: Features, Challenges, Conflicts, Role of family businesses in Indian economy; MSMEs: Concept, Features, Advantages, Disadvantages, Government Schemes for MSMEs

Learning outcomes:

- 1) Understand the concept of Family Business and MSMEs
- 2) Understand the advantages and disadvantages of Family Business and MSMEs
- 3) Study the Government Schemes for MSMEs

Unit 3: Stimulation, Support and Sustainability in Entrepreneurship

Stimulation, Support and Sustainability: Concept, Activities; Public and private system of stimulation, support and sustainability of entrepreneurship, Dimensions of support by government & its agencies: Financial, Marketing, Technical & Technological assistance; Actors of support system: Industry associations, Self-help groups, Angel investors, Venture capitalists, Private equity.

Learning outcomes:

- 1) Understand the concept of Stimulation, Support and Sustainability
- 2) Understand the concept of Financial, Marketing, Technical & Technological assistance
- 3) Understand the concept of Self-help groups, Angel investors, Venture capitalists, Private equity.

Unit 4: Preparation for Entrepreneurial Ventures

Business ideas: Concept, Sources & Techniques; Feasibility Study: Concept, Purpose, Dimensions, Feasibility Study Report; Business Plan: Concept, Significance/ Benefits/ Rationale, Structure & Contents; Project Report: Concept, Significance/ Benefits/ Rationale, Contents.

Learning outcomes:

- 1) Understand the concept of Business ideas
- 2) Significance of Project Report for starting a business
- 3) Learn how to make business plans and significance of business plans
- 4) Understand the Feasibility Study Report

Unit 5: Start-up Ventures: Establishment & Operations

Start-up ventures: Concept & Features; Mobilising resources for start-up. Accommodation and utilities; Preliminary contracts with suppliers, vendors, principal customers; Contract management: Start-up problems & challenges; Establishment & Operations: Location, Layout, Business Process, Operations Planning & Control.

Learning outcomes:

- 1) Understand the concept of Start-up ventures
- 2) Understand the concept of Start-up problems & challenges
- 3) Funds required and how to raise funds for start ups.

Semester- IV

Comm4011: MANAGEMENT THEORY AND PRACTICE

Objective:

The objective of the course is to provide students with an understanding of the basic concepts, principles and practices of management.

Course Outcomes:

On successful completion of the course, students will be able to demonstrate a general knowledge framework and understand key functions of management as applied in practice

Unit 1: Introduction

- a) Management: Meaning and Definition, Scope, Importance, Management as profession, Universality of Management, Managerial functions (elementary idea).
- b) Evolution of Management Thought: Classical Approaches – Taylor, Fayol, Neo-Classical and Human Relations Approaches - Elton Mayo and Hawthorne Experiment, Modern Approaches Systems Approach, Contingency Approach, MBO- Concept, Benefits and Weaknesses.

Learning outcomes:

- 1) Demonstrate knowledge of the theories, concepts of Management, Managerial functions
- 2) Discuss and communicate the management evolution and how it will affect future managers.
- 3) Understand the concept of different theories of management.

- 4) Learn the concept of Management By Objectives

Unit 2: Planning and Strategic Planning

- a) Planning-Meaning and Definition, Characteristics and Importance of Planning, Types of Plan – Purpose, Objective, Strategy, Policy, Procedure, Rules, Programme and Budget. Decision making- Concept, Process. Strategic Planning– Meaning, Types (Business, Corporate, Unit level), Process, Importance and limitations
- b) Business Environment - Concept, Components, Analysis and diagnosis (macro and micro environments), Techniques (Concepts of SWOT/TOWS Analysis).

Learning outcomes:

- 1) Practice the process of management's four functions: planning, organizing, leading, and controlling.
- 2) Observe and evaluate the influence of historical forces on the current practice of management.
- 3) Understand the Concepts of SWOT/TOWS Analysis
- 4) To learn the concept of Business Environment

Unit 3: Organising

Concept, Types, Process, Levels of management, Span of management, Delegation of authority, Centralisation, Decentralisation, Staffing: Concept, Importance, Process.

Learning outcomes:

- 1) Identify and evaluate Levels of management.
- 2) Understand the concept of span of management.
- 3) Understand the concept of Delegation of authority, Centralisation, Decentralisation, Staffing
- 4) Learn the process of staffing

Units 4: Directing

- a) Directing: Meaning, Significance, Principles and Techniques. b) Leadership: Concept, Importance, Qualities of a good leader, Leadership Styles. Theories of Leadership (Trait Theory, Tannenbaum and Schmidt Theory, Managerial Grid theory). c) Motivation: Concept, Importance, Motivation Theories - McGregor's Theory X and Theory Y, Maslow's Need-Hierarchy Theory; Herzberg's Two-factor Theory.

Learning outcomes:

- 1) Identify and properly use vocabularies within the field of management to articulate one's own position on a specific management issue and communicate effectively with varied audiences.
- 2) Evaluate leadership styles to anticipate the consequences of each leadership style.

- 5) Gather and analyze both qualitative and quantitative information to isolate issues and formulate best control methods.

Unit 5: Communication, Coordination and Control

a) Communication - Meaning, Importance, Process, Barriers. b) Coordination - Meaning, Essence of management, Techniques c) Controlling: Concept, Importance, Process, Types, Techniques.

Learning outcomes:

- 1) Understand the meaning and importance of Communication.
- 2) Understand the concept of Coordination
- 3) Understand the concept of Controlling

Comm4012: MARKETING MANAGEMENT

Objective:

The objective of the course is to provide students with an in-depth understanding of concepts, principles, tools and techniques of marketing management.

Course Outcomes:

On successful completion of the course, students will be able to understand the dynamics of marketing in business.

- ☐ Apply the theoretical marketing concepts to the practical situations.
- ☐ Demonstrate the ability to carry out a market research projects.
- ☐ To communicate unique marketing mixes and selling propositions for specific products

Unit 1: Introduction to Marketing Management

Nature, scope and importance of marketing; various concepts of marketing, Evolution of marketing, Strategic marketing planning, Marketing mix for products and services, Marketing environment: Concept, importance, and components, Service Marketing.

Learning outcomes:

- 1) It will help you understand how customers make decisions
- 2) Understand the concept of Service Marketing
- 3) Understand the concept of Marketing mix
- 4) Understand the concept of Strategic marketing planning

Unit 2: Consumer Behaviour & Marketing Strategies

Nature and Importance, Consumer buying decision process; Factors influencing consumer's buying behavior, Market Segmentation – Concept, Importance and Bases, Target Market selection, Positioning – Concept, importance and Bases.

Learning outcomes:

Unit 3: Managing the Product

Concept and importance, Product line; product mix decisions, Branding- functions, strategies, types, qualities of good brand name, packaging and labeling- functions, types; Product life-cycle. New product development- Concept and process

Learning outcomes:

- 1) Understanding the Concept of Product line, product mix decisions, Branding, packaging and labeling
- 2) Functions of labeling and packaging
- 3) Learn about the product life cycle

Unit 4: Pricing & Distribution Decisions

Factors affecting price of a product, Pricing Methods, Pricing Strategies, Distribution Decisions: channels, Types, Functions and management, Factors affecting choice of Distribution Channel, Distribution Strategies, Distribution, Logistics- concept, Importance, major logistics decisions.

Learning outcomes:

- 1) Understanding the Concept of Pricing, Pricing Strategies, Distribution Channel, Distribution Strategies, Distribution and Logistics
- 2) Learn how Distribution Channel works and their importance in distribution
- 3) Role of logistics in distribution decisions

Unit 5: Promotion Decisions & Recent Trends in marketing

Marketing channels, communication process, Importance of promotion, Communicating value Decision about promotion mix tools including Advertising, personal selling, sales promotion, public relations and publicity and direct marketing, factors influencing promotion mix, Customer Relationship Management, Online Marketing, Social marketing; Green marketing; Rural marketing.

Learning outcomes:

- 1) Concept of marketing channels.
- 2) Understand the role of Customer Relationship Management
- 3) Understanding the Concept of green marketing, Online Marketing, Social marketing and rural marketing.

Comm4013: DIRECT TAX-I

Objectives:

The objective of this course is to provide students with a comprehensive understanding of the basic concepts, definitions, and provisions related to taxation under the Income Tax Act in India. The course aims to equip students with the knowledge necessary to understand the tax structure in India.

Course Outcomes:

By the end of the course, students will be able to understand how taxation system works in India and be able to calculate tax liabilities for individuals based on their income sources and residential status. They will also gain knowledge of different income categories like salaries, house property, business profits, capital gains, and other sources, and learn how to interpret tax laws regarding exemptions, deductions, and allowances. Moreover, students will be able to develop skills in tax planning to legally minimize tax burdens and ensure compliance with Income Tax Act regulations. Through practical examples, they will be able to enhance their analytical abilities in assessing tax implications for various income profiles.

Unit-1:

a) Basic Concepts and Definitions under Income Tax Act, 1961: Tax structure in India, Direct Tax vs. Indirect Tax, Assesses, Previous year, Assessment year, Person, Income, Earned income and unearned income, Sources of income, Heads of income, Gross total income, Total income, Capital receipts and revenue receipts, capital expenditure and revenue expenditure, Maximum marginal rate of tax, Tax Evasion, Tax avoidance, Tax planning.

b) Residential Status and Incidence of Tax: Provisions regarding Residential status of all persons, Determination of Residential status of Individual assesses.

c) Exempted Incomes: Incomes which do not form part of Total Income Except section 10AA.

d) Agricultural Income: Definition, determination of agricultural and non-agricultural Income, Assessment of tax liability when there is both agricultural and non-agricultural income.

Learning Outcomes-

- 1) To understand the concept of Assesses, Previous year, Assessment year, Person, Income, Sources of income, Heads of income, Gross total income, Total income, Maximum marginal rate of tax, Capital Gains
- 2) To understand the concept of Residential Status and Incidence of Tax.
- 3) Broadly describing Incomes which do not form part of Total Income Except section 10AA.

Unit -2: Income under the “Salaries” and its computation.

Learning Outcomes-

- 1) To understand the meaning of salary
- 2) To understand how to compute income from salary.
- 3) Broadly describing assessment of salary income
- 4) To understand the meaning of perquisites

Unit-3: Income under the head “Income from House property” and its computation.

- ☐ Understanding the meaning of head House Property
- ☐ Computation of Income from House Property

Learning Outcomes-

- 1) To understand the meaning of head House Property
- 2) To understand how to compute income from the head House Property.
- 3) Broadly describing assessment of House Property income
- 4) Calculation of Interest on self occupied property and interest on construction period

Unit 4: Income under the head “Profits and Gains of Business and Profession” and its computation (Individual Assesses).

- ☐ Understanding the meaning of Profits and Gains of Business or Profession
- ☐ Computation of Income from Profits and Gains of Business or Profession

Learning Outcomes-

- 1) To understand the meaning of Profits and Gains of Business or Profession
- 2) To understand how to Compute income from the head Profits and Gains of Business or Profession.
- 3) Broadly describing assessment of Profits and Gains of Business or Profession
- 4) To ascertain the income from profession for tax calculation purpose.
- 5) To learn concepts of different incomes from different profession.

Unit 5:

a) Income under the head “Capital Gains” and its computation.

Meaning and types of capital assets, basic concept of transfer, cost of acquisition, cost of improvement and indexation, computation of Short Term Capital Gain (STCG) and Long Term Capital Gain (LTCG), exemptions u/s 54, 54B, 54EC and 54F, capital gain on transfer of bonus shares, right entitlement and right shares, taxability of STCG and LTCG.

b) Income under the head “Income from other sources” and its computation.

Learning Outcomes-

- 1) To understand the meaning of Capital Gains.
- 2) To understand how to compute income from the head Capital Gains.
- 3) Broadly describing assessment of Long-term and short-term capital gains
- 4) To ascertain the income from profession for tax calculation purpose.
- 5) To learn concepts of different exemptions available u/s 54, 54B, 54EC and 54F.