

**B.Com. (Hons.) IV Semester**

<b>BCH401</b>	<b>Management Accounting</b>	<b>Credits - 4</b>
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**Course Objective:**

The Present complex industrial world, management accounting has become an integral part of management, Management accountant guides and advises management at every step. Management accounting not only Increase Efficiency of the management but it also increases the efficiency of the employees.

**At the completion of this course students should be able to**

1. Demonstrate their understanding about the Meaning and Functions of Management Accounting,
2. 2. Demonstrate their understanding about, preparation of cost –Volume –Profit analysis ;
3. Demonstrate their understanding about the Concept of budget and how it is prepared;
4. Demonstrate their understanding about, the meaning of Standard Costing and their application.

**Course Content:**

- Unit 1.** Management Accounting – Meaning, Nature, Scope, Functions  
Relationship of Management Accounting, Financial Accounting and Cost Accounting.  
Marginal Costing and Absorption Costing
- Unit 2.** Distinctive features and income determination. Cost-Volume-Profit Analysis, Break-even Analysis-algebraic and graphic methods, Contribution / sales ratio, key factor, Margin of safety, Angle of incidence, Determination of cost indifference point
- Unit 3.** Concept of budget and budgetary control, objectives, merits, and limitations  
Budgeting process, Functional budgets  
Cash budget, Fixed and flexible budgets, Zero base budget, Program and performance budgets
- Unit 4.** Meaning of Standard Costing; Budgetary Control and Standard Costing  
Historical Costing, Estimated Costing and Standard Costing, Suitability of Standard Costing, Standard Costing as a Management Tool; Limitations of Standard Costing

**Textbook:**

Maheshwari S.N.: (Vikas Publishing), Advanced Problem and Solutions in Cost Accounting

<b>BCH402</b>	<b>Cost Accounting</b>	<b>Credits - 4</b>
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## Course Objective:

In the initial stages cost accounting was merely considered to be a technique for ascertainment of cost of products or services on the basis of historical data. In course of time due to competitive nature of the market, it was realized that ascertainment of cost is not as important as controlling costs. Hence, cost accounting started to be considered more as a technique for cost control as compared to cost ascertainment. Due to technological development in all fields, now cost reduction has also come within the ambit of cost accounting. Cost accounting is thus concerned with recording, classifying and summarizing costs for determination of costs of products or services, planning, controlling and reducing such costs and furnishing of information to management for decision making.

At the completion of this course students should be able to

1. Demonstrate their understanding to calculate different types of costs (direct, indirect, variable, and fixed costs).
2. Demonstrate their understanding in calculating job-costing, process-costing, and joint-costing systems.
3. Demonstrate their understanding in calculating the product cost by means of full-costing and direct-costing methods.

## Course Content:

<b>Unit 1. Introduction</b>	Meaning, objectives and advantages of cost accounting Differences between financial, cost, and management accounting Cost concepts and classifications, Installation of a costing system. Role of a cost accountant in an organization
<b>Unit 2. Element of Cost</b>	Materials: Material/inventory control- concept. Methods of pricing of materials issues – FIFO, LIFO, Weighted Average Labour: Labour cost, Treatment of idle time, over time, labour turnover and fringe benefits
<b>Unit 3. Overhead:</b>	Overhead: Classification, allocation, apportionment and absorption of overhead. Under- and over-absorption. Factory Overheads, Admin, Selling and Distribution Overheads. Activity – Based Costing.
<b>Unit 4. Costing Method</b>	Unit costing, Job costing Contract Costing. Process costing Service costing Accounting Systems: Integral and non-integral systems, Reconciliation of cost and financial accounts Marginal and Absorption Costing Responsibility Centres and Cost Audit

## Course Material

### Textbook:

Lal, Jawahar. Cost Accounting. Tata McGraw Hill Publishing Co., New Delhi.

### Reference Book:

Arora, M.N. Cost Accounting – Principles and Practice. Vikas Publishing House, New Delhi.

<b>BCH403</b>	<b>Auditing</b>	<b>Credits - 4</b>
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**Course Objectives:** At the completion of this course students should be able to

1. Identify the audit needs of a business entity
2. Analyse the efficiency of Internal Control system
3. Verify the authority and authenticity of transactions recorded in books of Accounts
4. Verify the existence, ownership and occupation of assets and Liabilities
5. Communicate the qualification of Company Auditor as per Companies Act, 2013

**Course Content:**

- Unit 1.** Meaning of Audit - Meaning, Scope and objectives of Auditing; Classification on the basis of Organization structure, specific objective, Classification on the basis of time, scope of Audit; Internal Control, Internal Check (cash sales and payments of wages), Audit Programmes, Evidence in Auditing, Internal Audit
- Unit 2** Vouching - Cash sales, receipt from debtors, cash purchases, Payments to Creditors, payment of wages, Purchase of land and building.
- Unit 3** Verification of assets and Liabilities - Verification of land and building, plant and machinery, investments, stock-in-trade, trade debtors, Verification of cash in hand, cash at bank, Sundry creditors, loans given, share capital, contingent liabilities.
- Unit 4** Company Auditor - Appointment and qualifications of Auditor, Rights of Company Auditor, Duties of Company auditors

**Course Material:**

Text Book

Jha, A. (2014) Student guide to Auditing, Taxman Allied Service (P) Ltd. New Delhi.

<b>BCH404</b>	<b>Entrepreneurship &amp; Business Development</b>	<b>Credits - 4</b>
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## Course Objective:

Participants after attending this course would be able to:

1. Understand and develop entrepreneurial mindset
2. Prepare business plan to start a new business that is sustainable
3. Develop marketing, organizational, and financial plan for a new business
4. Develop knowledge of financing sources for new business
5. Understand and develop strategies for growth of a new business

## Course Content:

<b>Unit 1.</b>	The nature and importance of entrepreneurs The entrepreneurial and intrapreneurial mind The individual entrepreneur
	International entrepreneurship opportunities Creativity & the business idea
<b>Unit 2.</b>	The business plan The marketing plan The organizational plan The financial plan
<b>Unit 3.</b>	Source of capital Informal risk capital & venture capital
<b>Unit 4.</b>	Generating & exploiting new entries Strategies for growth & managing the implication of growth External resources for growth Going public

## Course Material:

### Text Book

Entrepreneurship; Robert D Hisrich, Michael P Peters & Dean A Shepherd; Tata Mc-Graw Hill

<b>BCH405</b>	<b>Legal Aspects of Business</b>	<b>Credits - 4</b>
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## Course objectives:

By the end of the course, each student would attain proficiency in the following areas:

1. to help the students to acquire knowledge and understanding of legal principles governing the formation and closing down of different business entities
2. to help the students to acquire knowledge and understanding as to how to formulate business transaction in compliance of laws of the land
3. to help the students as to how to apply the legal principles governing business entities and their activities in real life situation in rendering their service as professional.

## Course Content:

- Unit 1:** Nature, Meaning and Significance of Law; The Contract Act, 1872 Agreement and Contract – Meaning  
Essentials of a Valid Contract-Proposal, Acceptance, Consideration, Capacity to Contract, Free Consent, Legality of Object and Consideration, Void Agreements; Contingent Contract; Quasi contract; Performance of Contract, Discharge of Contract  
Special Contract; Indemnity and Guarantee; Bailment and Pledge, Agency.
- Unit 2:** Sale of Goods Act, 1930 - Meaning and Essentials of a Contract of Sale of Goods  
Contract of Sale and its Distinction from Agreement to sell, Hire Purchase Agreement, Contract for Work and labour; Barter or Exchange, Bailment and Pledge  
Terms/Stipulation of Contract of Sale-Conditions and Warranties and consequences of their breach  
Doctrine of Caveat Emptor; Nemo Dat Quod Non Habet/Non-Owners of goods can not transfer title of the goods sold and its exceptions  
Performance of the Contract of Sale; Duty of Buyer; Rights of Unpaid Seller.
- Unit 3:** Negotiable Instruments Act, 1881 - Negotiable Instrument-Meaning, Essentials and Negotiable  
Instruments recognised by Law and Custom  
Negotiable Instruments under law-Promissory Note, Bill of Exchange, Cheque  
Negotiable Instruments under Custom Government Promissory  
Notes, Railway Receipt, Shah Jog Hundis, Negotiation of Negotiable Instruments  
Holder, Holder in Due Course and Payment in Due Course; Parties to a Negotiable Instrument and their liability  
Discharge of Liability; Crossing of Cheques; Presentation of Negotiable Instruments; Dishonour, Noting and Protest.
- Unit 4:** Partnership Act, 1932 - Nature, Definition and Essentials of Partnership; Partnership and Similar Organizations and distinction from them

Relationship among the partners and their Rights and Liabilities;  
Partners Liability towards third parties  
Position of Minor in Partnership Firm; Registration of partnership  
Firm-its procedure and benefits of registration  
Incoming and Outgoing Partners-Modes of introduction, retirement and their rights  
and responsibilities; Dissolution of Partnership Firm-  
its procedure

**Study Materials:**

Text Book:

1. Mercantile Law, MC Kucchal, S. Chand
2. Mercantile Law, N D Kapoor, Sultan Chand & Sons
3. Business Law, M C kucchal, S. Chand

<b>PDP1</b>	<b>Personality Development Program</b>	<b>Credits - 4</b>
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**Course Description:** The Personality Development Program is a comprehensive course designed to help individuals enhance their personal and professional growth by developing key traits, skills, and attitudes that contribute to a well-rounded and confident personality. Through a combination of self-awareness exercises, interactive workshops, and practical activities, this course aims to empower participants to unlock their potential, improve communication and interpersonal skills, boost self-confidence, and create a positive impact in their personal and professional lives.

**Course Content:**

**Unit 1: Self-Discovery and Self-Awareness**

- Understanding the concept of personality and its significance in personal growth
- Assessing personal strengths, weaknesses, values, and beliefs
- Enhancing self-awareness through introspection and self-reflection
- Identifying and overcoming self-limiting beliefs and negative thought patterns
- Developing a positive self-concept and self-esteem

**Unit 2: Communication and Interpersonal Skills**

- Verbal and non-verbal communication skills for effective expression
- Active listening and empathetic communication techniques
- Assertiveness training to express ideas and needs confidently
- Conflict resolution strategies for handling interpersonal conflicts
- Teamwork and collaboration skills for harmonious relationships

**Unit 3: Emotional Intelligence and Resilience**

- Understanding emotional intelligence and its components
- Managing and expressing emotions constructively
- Cultivating empathy and emotional awareness in interpersonal interactions
- Developing resilience to cope with stress and adversity
- Practicing mindfulness and emotional regulation techniques

**Unit 4: Professional Development and Leadership Skills**

- Setting and achieving personal and professional goals
- Time management strategies for increased productivity and efficiency
- Public speaking and presentation skills for confident communication
- Professional etiquette and personal grooming for a positive impression
- Leadership development and team-building skills for effective collaboration

**Course Assessment:**

- In-class exercises and activities for self-awareness and skill development
- Individual and group presentations to practice public speaking and communication skills
- Role-playing and simulations for conflict resolution and teamwork practice
- Final project showcasing personal development journey and action plan