



NILAMBER-PITAMBER UNIVERSITY

Proposed Syllabus for

Bachelor of Commerce

NEP 2020

TO BE IMPLEMENTED FROM THE

SESSION 2022-26

Sem- I & II

UNIVERSITY DEPARTMENT OF COMMERCE & B.M.

NPU, MEDININAGAR - 822101


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Commerces & B.M.
NPU Medininagar

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Dean 5/11/22
Faculty of Commerces & B.M.
N.P.U., Medininagar (Punjab)

Table 6: Semester wise Course Code and Credit Points:

Semester	Common, Introductory, Major, Minor, Vocational & Internship Courses		Credits
	Code	Papers	
I	CC-1	Language and Communication Skills (Modern Indian language including TRL)	6
	CC-2	Understanding India	2
	CC-3	Health & Wellness, Yoga Education, Sports & Fitness	2
	IRC-1	Introductory Regular Course-1 (Basic of Business and Management)	3
	IVS-1A	Introductory Vocational Studies-1	3
	MJ-1	Financial Accounting	6
		Total Credit	22
II	CC-4	Language and Communication Skills (English)	6
	CC-5	Mathematical & Computation Thinking Analysis	2
	CC-6	Global Citizenship Education & Education for Sustainable Development	2
	IRC-2	Introductory Regular Course-2	3
	IVS-1B	Introductory Vocational Studies-2	3
	MJ-2	Business Organization and Management	6
		Total Credit	22

Abbreviations:

- CC Common Courses
 IRC Introductory Regular Courses
 IVS Introductory Vocational Studies
 IAP Internship/Apprenticeship/ Project
 VS Vocational Studies
 MJ Major Disciplinary/Interdisciplinary Courses
 MN Minor Disciplinary/Interdisciplinary Courses
 AMJ Advance Major Disciplinary/Interdisciplinary Courses
 RC Research Courses
 VSR Vocational Studies associated with Research

SEMESTER – I (MJ-1)

FINANCIAL ACCOUNTING

Theory: 45 Lectures

Objective:-

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

Course Learning Outcomes:

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

1. Apply the generally accepted accounting principles while recording transactions and preparing financial statements;
2. Demonstrate accounting process under computerized accounting system;
3. Measure business income applying relevant Accounting Standards;
4. Evaluate the importance of depreciation and inventories in financial statements;
5. Prepare and manage cash book and other accounts necessary while running a business;
6. Prepare and maintain financial statements of sole proprietors and partnership firms;
7. Prepare accounts for Inland Branches and Not-for-Profit Organisations.

Course Content-

UNIT 1: Theoretical Framework of Accounting:- Introduction-Meaning and Scope of Accounting- Accounting Terminologies- Uses and Users of Accounting information- Accounting Process-Basis of Accounting: Cash and Accrual basis-Branches of Accounting-Accounting Principles-Concepts and Conventions-Accounting Standards- Indian Accounting Standards (INDAS).

UNIT 2 :-

- (a) **Royalty Accounts:** Introduction- Meaning- Types of Royalty-Technical Terms: Lessee, Lessor, Minimum Rent– Short Workings– Recoupment of Short Working– Accounting Treatment in the books of Lessee and lessor–Journal Entries and Ledger Accounts including minimum rent account.
- (b) **Final accounts of Non-Profit Organisations:** Meaning of Non-profit organisations – objectives – need – capital receipts and capital expenditure - revenue receipts and revenue expenditure – treatment of special items – Problems on preparation of Income and Expenditure account and Balance sheet from Receipts and Payments account.

UNIT 3 : Hire Purchase Accounting And Installment Payment System :- Introduction-

Meaning of hire purchase-difference between hire purchase and instalment payment- Nature-features-terms used-Ascertainment of Interest-Accounting for hire purchase transactions and Installment payment transactions.

UNIT 4 : Accounting for Dissolution of the Partnership Firm:-Accounting for Dissolution of the Partnership Firm including Insolvency of partners, sale to eliminated company and piece meal distribution.

UNIT 5 : Emerging Trends in Accounting :- Digital Transformation of Accounting-Big Data Analytics in Accounting-Cloud Computing in accounting- Accounting with drones-Forensic Accounting-Accounting for Planet-Creative. Accounting-Outsourced Accounting-Predictive Accounting (Theory Only).

Skill Developments Activities:

1. Collect Royalty Agreements and draft dummy royalty agreements with imaginary figures.
2. Visit different stores and showrooms, and enquire if they offer purchase of products on Hire purchase or Instalment payment system and on what terms?
3. Conduct case study on Dissolution of Firm.
4. Identify latest innovations and developments *in the field of accounting*.
5. Any other activities, which are relevant to the course.

Text Books:

1. ICAI Study Materials on Principles & Practice of Accounting, Accounting and Advanced Accounting.
2. SP Iyengar (2005), Advanced Accounting, Sultan Chand & Sons, Vol.1.
3. Robert N Anthony, David Hawkins, Kenneth A Merchant (2017) Accounting: Text and Cases, McGraw-Hill Education, 13th Edition.
4. Charles T Horngren and Donna Philbrick (2013) Introduction to Financial Accounting, Pearson Education, 11th Edition.
5. J. R. Monga, Financial Accounting: Concepts and Applications. Mayur Paper Backs, New Delhi, 32nd Edition.
6. S. N. Maheshwari and S. K. Maheshwari. Financial Accounting. Vikas Publishing House, New Delhi, 6th Edition.
7. B. S. Raman (2008), Financial Accounting Vol. I & II, United Publishers & Distributors
8. Compendium of Statements and Standards of Accounting. The Institute of Chartered

Accountants of India, New Delhi.

9. Financial Accounts – Dr. S. K. Singh, SBPD Publications, Agra (UP).

Note: Latest edition of text books may be used.

SEMESTER – I (IRC-1)

BASICS OF BUSINESS AND MANAGEMENT

Theory: 45 Lectures

Course Objectives:

To acquaint the learners from non-commerce streams about the basics of Business and management with the emerging trends in business and to enable them to apply these learning in starting a business, building careers and managing their personal finances.

Course Learning Outcomes:

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

- 1 Distinguish and explain the various forms of business;
- 2 Explain the functions of Management of any business organisation;
- 3 Analyse the managerial skills required to manage a business entity
- 4 Assess the importance of the emerging trends in business
- 5 Create a business model based on locally available resources

Course Content:

UNIT- I: Basics of Business

- 1 Business- concept, definition, objectives, functions, characteristics. Concept of utility creation, importance, social responsibility of business and ethical conduct.
- 2 Concept of industry, trade and commerce- types, auxiliaries to trade-types
- 3 Organisation- meaning, importance, formal and informal organizations
- 4 Types of business organizations- Concepts and basics of Sole proprietorship, partnership, undivided Hindu family business, Cooperative societies and Joint Stock Company

UNIT-II: Management

Concept, definitions, need, importance. Theories of Management: Scientific management, Fayol's 14 principles of management, Human Relations approach, Behavioral approach, systems approach, contingency approach, MBO.

- 1 Basic Managerial functions: Planning- concept and importance, different types of plans, Organizing-span of management, types of authority-line, staff and functional, formal and informal organisation, delegation of authority.
- 2 Staffing: Concept of staffing - Recruitment and Selection; Orientation; Training and Development; Career Development; Performance Appraisal. Coordinating-meaning and importance
- 3 Communication: Concept, purpose, process; Oral and written communication; Formal and informal communication networks, Barriers to communication, Overcoming barriers to communication. Emerging trends in communication.,
- 4 Controlling: Concept, Process, Limitations, Principles of Effective Control

- 5 Motivating: Theories of motivation, Maslow's hierarchy of needs, Herzberg's two factor theory and Vroom's Expectancy theory
- 6 Leading: Concept and importance, qualities of an effective leader and leadership styles

UNIT-III: Business Environment and Emerging Trends

- 1 Business Environment: Internal and external environment, forces of external environment, impact of changes in external environment.
- 2 Emerging trends in business: E-commerce, Network marketing, digital marketing, Business process outsourcing, Knowledge process outsourcing, green marketing, digital markets, Digitaleconomy.

Practical Exercises:

- 1 The learners are required to:
- 2 Complete the exercise wherein they are given different situations and scenarios to start their own business (in terms of capital, liability, scale of operations, etc.) and are asked to select the most suitable form of business and justify the same highlighting the advantages and disadvantages of their choice.
- 3 Participate in role play activity for describing the various levels of Management and the way the 14 Principles of Management are used in defining the policies of the chosen organisation.
- 4 Participate in simulation activity wherein each learner is asked to prepare plans with respect to increasing the effectiveness in their respective organisation.
- 5 Participate in simulation activity wherein learners are asked to draft roles and responsibilities of members in the chosen organisation.
- 6 Identify and create a business model based on the local resources

Reference Books:

- 1 Basu, C. R. (1998). Business Organization and Management. N. Delhi: McGraw Hill Publishing India.
- 2 Chhabra, T. N. (2011). Business Organization and Management. New Delhi: Sun India Publications.
- 3 Gupta, C. B. (2011). Modern Business Organization. New Delhi: Mayur Paperbacks.
- 4 Kaul, V. K. (2012). Business Organization and Management, Text and Cases. N. Delhi: Pearson Edu.
- 5 Koontz, H., & Weihrich, H. (2012). Essentials of Management: An International and Leadership Perspective. New York: McGraw Hill Education.
- 6 Robbins, S. P., Bhattacharyya, S., DeCenzo, D. A., & Agarwal, M. N. (2011). Essentials of Management. London: Pearson Education.
- 7 Terry, G. R. (2010). Principles of Management. Homewood, California: Richard D. Irwin Inc.
- 8 Singh, B. P., & Singh, A. K. (2002). Essentials of Management. New Delhi: Excel Books.
- 9 Soundaian, S. (2019). Principles of Management. Chennai: MJP Publishers

SEMESTER – II (MJ-2)

BUSINESS ORGANISATION AND MANAGEMENT

Theory: 45 Lectures

Course Objectives:

1. To acquaint the learners with the basic concepts of business, different forms of business organisation, basics of management concepts and the different management functions.

Course Learning Outcomes:

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

1. Distinguish and explain each form of business;
2. Draft a Partnership Deed for a partnership firm;
3. Prepare the draft of Articles of Association, Memorandum of Association and Prospectus for a company;
4. Explain the functions of Management of any business Organisation;
5. Identify and explain Managerial skills used in business;
6. Analyse the concept of Delegation of Authority, coordination, and control;
7. Assess the importance of effective communication in management
8. Validate the role of Motivation and Leadership in modern day management

Course Content:

UNIT- I: Concept and Forms of Business Organisations

- 1 Concepts of Business, Trade, Industry and Commerce- Objectives and functions of Business
2. Social Responsibility of a business, Responsible Business, Ethical Conduct & Human Values, code of business ethics
3. Forms of Business Organisation-Meaning, Characteristics and types
4. Sole Proprietorship-Advantages and Disadvantages of Sole Proprietorship
5. Partnership -Meaning, Characteristics, Advantages and Disadvantages of Partnership - Kindsof Partners - Partnership Deed
6. Registration of partnership, Rights and duties of Partners, Reconstitution of Firm, and dissolution.
7. Limited Liability partnership- Concept, Meaning, Characteristics, Formation and incorporation of LLP, Partners and their relations, financial disclosures, conversion into LLP, Foreign LLP, Winding up and dissolution.
8. Hindu Undivided Family Business-Advantages and Disadvantages
9. Co-operative Organisation-Meaning, Advantages and Disadvantages.

UNIT- II: Joint Stock Company

1. Joint Stock Company- Meaning, Definition, Characteristics - Advantages and Disadvantages
2. Kinds of Companies
3. Promotion - Stages of Promotion - Promoter - Characteristics - Kinds - Preparation of Important Documents - Memorandum of Association - Clauses - Articles of Association - Contents –Prospectus - Contents – Red herring Prospectus Statement In lieu of Prospectus(as per Companies Act, 2013).
4. Oppression, Mismanagement, Rights to apply, Powers of Tribunal, Provisions related to Compromises, Arrangement and Amalgamations, Winding up of Company: Concept and Modes of Winding Up; Provisions of winding up under Insolvency and Bankruptcy Code,2016.
5. Definitions; Constitution of National Company Law Tribunal; Constitution of Appellate Tribunal; Appeal from orders of Tribunal; Power to punish for contempt.

UNIT- III: Principles and Functions of Management

1. Management - Meaning and Characteristics
2. Fayol's 14 Principles of Management.
3. Functions of Management
4. Levels of Management – Skills of Management
5. Scientific Management - meaning, objectives, relevance and criticism.

UNIT- IV: Functions of Management: Planning and Organizing

1. Planning- Meaning, Characteristics, Types of Plans, Advantages and Disadvantages – Approaches to Planning - Management by Objectives (MBO) - Steps in MBO - Benefits –Weaknesses.
2. Organizing - Process of Organizing; Principles of Organisation - Formal and Informal Organisations – Line, Staff Organisations, Line and Staff Conflicts. Functional Organisation
3. Span of Management - Meaning - Determining Span - Factors influencing the Span of Supervision.

UNIT- V: Functions of Management: Authority, Coordination, and Control

1. Meaning of Authority, Power, responsibility and accountability - Delegation of Authority -Decentralization of Authority
2. Definition, importance, process, and principles of Coordination techniques of Effective Coordination.
3. Control-Meaning, Relationship between planning and control, Steps in Control – Types(post, current, and pre-control). Requirements for effective

control.

UNIT- VI: Functions of Management: Communication, Motivation and Leadership

1. Communication-purpose, process, formal and informal communication, barriers to effectivecommunication and overcoming these barriers.
2. Motivation-Meaning, importance, major motivation theories- Maslow's need hierarchy theory, Herzberg's two-factors theory, Vroom's Expectation Theory, extrinsic and intrinsicmotivation.
3. Leadership- meaning, theories, essential qualities, global leadership attributes, practicingleadership

Reference Books:

1. Basu, C. R. (1998). Business Organization and Management. New Delhi: McGraw Hill PublishingIndia. Chhabra, T. N. (2011). Business Organization and Management. New Delhi: Sun India Publications.
2. Gupta, C. B. (2011). Modern Business Organization. New Delhi: Mayur Paperbacks.
3. Kaul, V. K. (2012). Business Organization and Management, Text and Cases. New Delhi: Pearson Education. Koontz, H., & Wehrich, H. (2008). Essentials of Management. New York: McGraw HillEducation.
4. Singh, B. P., & Singh, A. K. (2002). Essentials of Management. New Delhi: Excel Books