COST ACCOUNTING

Course Objective:

To demonstrate an understanding of cost accounting fundamentals and be able to apply them to various business decision context.

Course Content--

1. Fundamentals: Cost Accounting- Meaning, Objective, Advantage and importance, concepts and classification of cost, cost accounting, as compared with Financial and Management Accounting

2. **Elements of Cost-Materials: Meaning and Classification, Labor: Meaning and Classification, Overheads: Meaning and Classification**

3. Unit or Output Costing—Costing Procedure, items excluded from cost, preparation of Cost Sheet, Numerical Problems: estimated cost sheets, Quotation and tenders, etc.

4. Contract costing – Features of contract costing, contract costing procedure, special points in contract costing. Numerical problems: Incomplete Contracts.

   Job & Batch Costing- Difference between contract and job costing, job costing procedure, batch costing procedure, economic batch quality

5. Process Costing-- Essential Characteristics of Process Costing, Process Costing Procedure, Process Losses & Wastages, Process Gains & Effectiveness.

   Numerical Problems: Partial Sale of Production, Inter-process profits, etc.

   Joint Products & By Products—Distinction between joint& By products, various methods of absorption of joint costs. Numerical Problems.

6. Misc. Costing Methods—uniform costing, operating costing,

7. Miscellaneous—cost reduction & cost control, cost audit, recent trends in cost accounting.

Recommended Books—

Cost accounting- Principles & Practice by M.N. Arora

Practical Costing by Khanna, Pandey, Ahuja & Batra
Practical Costing by P.C.Tulsian

IM-210

C Programming

Course objective:

To develop an understanding of the structure of C programming language and to become familiar with the steps in the programme development process.

Course Contents:

Unit I:

History of Programming Language, Low Level, Middle Level and High Level Languages. Introduction to algorithms and flowcharts. Decision tables. Introduction to compiler, interpreter and assembler.

Unit II:

Different data types, variables names, consants, Expressions and operators, Basic I/O, precedence and order of evaluation, control constructs.

Unit III:

Statement and block, if-else, else-if, while, for, do-while loops, break, continue, goto and labels, functions and use of functions, function arguments, Call by value, Call by reference. Storage Classes, Preprocessor: Macro, File Inclusion, Preprocessor directives, and recursion.

Unit IV:

Pointers, pointers and function arguments, Pointers and arrays, address arithmetic, character pointers and functions, one dimensional arrays and multidimensional arrays, pointers arrays, pointers to pointers, initialization of pointer arrays, pointers Vs multidimensional arrays.

Unit V:

Structures, arrays of structures, pointer to structures, union typedef. Standard input and output, formatted input and output, different file access modes, creation and manipulation of files using structures, error handling during I/O operations, File Handling.

Suggested references:

1   Let us C by Yashwant Kanitkar
2   Working with C by Yashwant Kanitkar.
3   C Programming Language by Brian W. Kerningham and Dennis M. Ritchie.
4   Thinking in C by P B Mahapatra Wheeler Publications.
5   Schaum Series C Programming Book.

IM-214
BUSINESS LAWS

Course objective:

The course is based on important provisions of various laws related to business. The aim of the course is to gain an insight into the Indian Legal process and legal provisions specifically with reference to business and corporate functioning.

Course Contents:

The Indian Contract Act, 1872

General principles of contract, classification of contract and key terms, Essential elements of a valid contract viz., offer & acceptance competence of contracting parties, free consent, consideration, legality of object and consideration, void agreements

Performance of contracts, discharge of contract, and breach of contract remedies for breach of contract, Specific contracts viz, contingent contracts, quasi-contracts, contracts of indemnity and guarantee, contract of bailment, contract of agency.

The Indian Partnership Act 1932

General Principles- Meaning of partnership, essential features of partnership, types of partners

Formation of Partnership-Partnership deed, registration of partnership firms, position of a minor partner, duration partnership firm, rights of outgoing partner

Rights and Liabilities of Partners- Relations of partner with each other, rights of partner, duties of partners, relation of partner with third parties

Dissolution of Partnership Firms- Dissolution of partnership and dissolution of firm modes of dissolution of firm consequences of dissolution, rules for settlement of accounts after dissolution

The Companies Act, 1956

Company- Meaning and definition, characteristics of joint stock companies, types of companies difference between private and public limited companies.

Promotion and incorporation of companies-Promotion, Incorporation of companies, promoters: meaning and importance, process of incorporation: preparation contents and importance of various documents to be filed, Memorandum of Association, Articles of Association, certificate of commencement of business.

Memorandum of Association and Articles of Association- Contents and alteration.

Capital of the company- Share and its types, Debentures and its types, difference between shares and debentures, share certificate, share warrant and stock.

Prospects- Meaning and definition, contents and registration of prospectus, issue and allotment of shares.

Management of Companies- Board of Directors: Appointment, Qualifications and disqualification, powers, duties and position of directors, removals of directors.

General Principles of Meetings- Statutory Meeting, Annual General Meetings, Extra-ordinary General Meetings, Board Meetings.

Winding-up of Companies- Meaning and types of winding-up, provisions relating to winding-up.

The Negotiable Instruments Act, 1881
General Principles- Meaning of negotiable instrument, types of negotiable instruments, ambiguous instruments, maturity of negotiable instrument, payments of negotiable instruments, dishonor of negotiable instruments, provisions of sections 138 to 145.

Foreign Exchange Management Act, 1999
General Principles- Meaning & definition of various important provisions

Regulation & Management of Foreign Exchange- Current account transaction, capital account transaction. Provisions related to authorized person, Reserve Bank's power to issue directions to authorized person.

The Consumer Protection Act, 1986
General Principles- Meaning & definition of various important terms. Rights of Consumers

Nature & scope of remedies available to consumers.

The Information Technology Act, 2000
Main provisions of the I. T. Act, 2000

The Competition Act, 2002
Main provisions of The Competition Act, 2002

The SEBI Act, 1992
Main Provisions of The SEBI Act, 1992

Laws relating to Intellectual Property
Provisions relating to patent, copyright and trademarks.

An overview of Environment Protection Laws

Books:

Mercantile Law by S.S. Gulshan

Elements of Mercantile Law by N.D. Kapoo

Business Legislation for Management by M.C. Kuchhal

Business Law by S.K. Agrawal

Legal Aspects of Business by Akhileshwar Pathak

IM-215

Human Resource Management

Course Objective:

The course objective is to help the students help understanding of the dimensions of the management of Human Resource with particular reference to human resource management policies and practices in India. Efforts will also be directed towards developing communication and decision-making skills through case discussions, group discussion, role-playing, presentation and live and theoretical projects and assignments.

Course Contents
1.   INTRODUCTION TO HRM: Functions of HRM, Role of HR manager.
2.   HRM PLANNING: Concept of HR Planning, Job Analysis, and Job Description & Job Specification
3.   PERSONNEL POLICIES: Objective, Need, Essentials, Policies, Formulation & Implementation of Personnel Policies
4.   STAFFING PROCESS: Recruitment & Selection Process.
5.   WAGE & SALARY ADMIN: Designing & Administering the Wage & Salary.
6.   APPRAISING HR: Performance & Potential Appraisals, Meaning, Concept, Methods.
7.   DEVELOPING THE HR: Training & Development of Employees, Need, Steps In Training Program, Training Techniques
8.   TRENDS IN HRM: Latest Trends In HRM

Text Readings

1. Personnel Management-   Stephen Robbins.
2 Principles of personnel management –   Edwin Flippo

3 Human Resource Management – Dr. C.B. Gupta
4 Personnel Management - Arun Monappa and Mirza S. Saiyadin

Suggested Readings
1. Pigors and Myers- Personnel Administration , McGraw Hill, Kogalusha.

2. Max. S. Wortman- Creative Personnel Management, Allyan & Bacon, 1996.

3. Dale Yoder – Personnel Management and Industrial Relations, Prentice Hall.

Websites to be referred:

  "HRD Practices "-Vol. 1, for more details visit www.summit-personnel, hronline.com, and personnelindia.com

"Human Resource Management"- Russel, for more details on the topic visit www.prenhall.com/desseler

See "HR Excess Trade Notes on Human Resource Information System", BNA Bulletin to Management.

See Mary Mink, "Software cases HR Tasks" Career Union Executive Vol. 36, no.6 (NOV)

IM—216

Business Statistics

Course Objective:

The objectives of the course are to equip the students with the statistical techniques and their application to business problems. The emphasis will be on the concepts and application rather than derivations.

Course Content:

Statistical Methods:

1. Introduction to Statistics, types of data, their presentation, frequency distribution.
2. Diagrammatical & graphical representations, Histograms, Bar diagrams, Frequency polygons, Ogives etc.
3. Measures of Central Tendency: Mean, Mode, Median.
4. Partition values: quartiles, deciles, percentiles etc.
5. Measure of dispersion: range, quartile deviation, mean deviation.
6. Standard deviation & variance.
7. Concept of skewness & kurtosis, measures of skewness.

8. Introduction, random experiment, sample space, simple & compound events.

9. Probability of an event-formula, complementary events.

10. Theorem of total probability problem.

11. Conditional probability; compound probability.

12. Correlation: meaning, linear correlation. Karl Pearson's coefficient of correlation.

13. Correlation of Bivariate frequency distribution, rank coefficient of correlation.

14. Regression analysis: regression lines & regression coefficients, their properties.

Books Recommended-

1. Text book of Matrix: Gupta & Malik

2. Business Statistics: S.C.Gupta

3. Text book of differential calculus & integral calculus: Dr. Gorak Pol.: