

CC-1 Financial Accounting

Syllabus (Truncated)

Unit 1: Theoretical Framework (Lectures: 12)

Accounting as an information system, the users of financial accounting information and their needs; Qualitative characteristics of accounting, information. Functions, advantages and limitations of accounting; Branches of accounting; Bases of accounting- cash basis and accrual basis of accounting.

The nature of financial accounting principles; Basic concepts and conventions: entity, money measurement, going concern, cost, realization, accruals, periodicity, consistency, prudence (conservatism), materiality, matching and full disclosures.

Financial Accounting Standards: Concept, benefits, procedure for issuing accounting standards in India. Salient features of First-Time Adoption of Indian Accounting Standard (Ind-AS) 101. International Financial Reporting Standards (IFRS)- Need and procedures.

Unit 2: Final Accounts (Lectures: 12)

Preparation of financial statements of sole proprietorship business entities from trial balance-Trading, Profit & Loss Account and Balance Sheet, Rectification of errors.

Preparation of Final Account from incomplete records and of Non-trading concerns.

Unit 3: Accounting for Special Sales Transaction (Lectures: 10)

Consignment: Basic features, difference with normal sales, recording of books, commission-ordinary, del credere and Special; Treatment of abnormal and normal loss, valuation of closing stock. Recording in the books of consignee.

Accounting for sale on approval.

Unit 4: Partnership Accounts (Lectures: 16)

Profit & Loss Appropriation Account, Capital and Current account, Guarantee-by firm or by partner(s) or by both. Rectification of wrong appropriation with retrospective effect; Change in profit sharing ratios, Treatment of goodwill. Admission and retirement of partner(s), revaluation of assets and liabilities (with/without alteration), treatment of reserve and adjustment relating to capital, joint life policy.

Death of partner.

Dissolution of partnership- insolvency of one or more partner, consideration of private estate and private liabilities, piecemeal distribution- surplus capital method and maximum loss method.

CC-2 Principles and Practice of Management Syllabus (Truncated)

Unit 1: Introduction (Lectures: 10)

Concept of management, Need for Study of management, Managerial Functions- An overview; Co-ordination, Essence of Managership.

Evolution of the Management Thought, Classical Approach – Taylor, Fayol, Neo-Classical Approach. MBO - Peter F. Drucker.

Unit 2: Planning (Lectures: 10)

Definition, nature and importance of planning, steps in planning, planning premises, benefits and limitations of planning, types of plan, decision making- concept, importance, steps.

Unit 3: Organising (Lectures: 10)

Concept and process of organising – An overview, Span of management, Different types of authority (line, staff and functional), Decentralisation, Delegation of authority, departmentation, Formal and Informal Structure; Principles of Organising.

Unit 4: Motivation and Leading (Lectures: 14)

Motivation: Concept, Importance, extrinsic and intrinsic motivation; Major Motivation theories - Maslow's Need-Hierarchy Theory; Herzberg's Two-factor Theory.

Leadership: Concept, Importance, Leadership style, Major theories of Leadership (Likert's scale theory, Blake and Mouten's Managerial Grid theory)

Unit 5: Control (Lectures: 6)

Concept, Process, Limitations, Principles of Effective Control, Feed forward and feedback control.

GE-1 Business and Corporate Laws Syllabus (Truncated)

Business Law (25 Marks)

Unit 1: The Indian Contract Act, 1872 (Lectures: 8)

Contract- Meaning, characteristics and kinds, Essentials of a valid contract- offer and acceptance, consideration, contractual capacity, free consent, legality of objects; Void agreements, Discharge of a contract – modes of discharge, breach and remedies against breach of contract.

Unit 2: The Indian Contract Act, 1872: Specific Contract (Lectures: 7)

Contract of Indemnity and Guarantee
Contract of Bailment

Unit 3: The Sale of Goods Act, 1930 (Lectures: 10)

Contract of sale, Meaning and difference between sale and agreement to sell, Conditions and warranties, Transfer of ownership in goods including sale by a non-owner Performance of contract of sale.

Corporate Law (Marks: 25)

Unit 1: Introduction (Lectures: 8)

Administration of Company Law [including National Company Law Tribunal (NCLT), National Company Law Appellate Tribunal (NCLAT), Special Courts]; Characteristics of a company; lifting of corporate veil; types of companies including one person company, small company, and dormant company; association not for profit; illegal association; formation of company, on-line filing of documents, promoters, their legal position, pre-incorporation contract; on-line registration of a company.

Unit 2: Documents (Lectures: 7) [Basic]

Basics of Memorandum of association, Articles of association, Basics of prospector-shelf and red herring prospectus, misstatement in prospectus, GDR; book-building; transmission of shares, buyback and provisions regarding buyback.

Unit 3: Company Management (As per Company's Act, 2013) (Lectures: 10)

Classification of directors, women directors, independent director, small shareholder's director; disqualifications, appointment; powers and duties; removal of directors;

Basics of Meetings: Meetings of shareholders and board of directors; Types of meetings, Convening and conduct of meetings.