

# Mizoram University

## UG/Bachelor's Degree Programme with Multiple Entry and Exit Options

### Under the New Education Policy 2020

in

**Commerce**

**First Semester**

Semester	Course Code	Course Name	Components with Credits		Total credits
			Theory	Practical	
I	COM/MJ/01	Financial Accounting	4	-	4
	COM/MJ/02	Business Organisation and Management	4	-	4
	COM/MN/01	Industrial & Company Law	4	-	4
		Dynamics of Entrepreneurial Development and Innovation	3	-	3
	AEC/103	MIL/English I	3	-	3
	VAC/104	Understanding India	2	-	2
					<b>20</b>

## FINANCIAL ACCOUNTING

COM/MJ/01

Credits: 4 (Theory)

### Unit 1

Introduction- Definition, features, objectives, functions, scope of accounting; ; Branches of Accounting; Advantages and limitations of Accounting; Accounting concepts and conventions. Accounting equation; Classification of accounts, Rules of double entry book keeping - Journalizing and Posting to Ledgers.

### Unit 2

Basic Accounting-Depreciation: Meaning, Causes, objectives of charging depreciation; Factors affecting depreciation; Methods of providing depreciation - Straight line method - Diminishing balance method; Provisions and Reserves - Reserve Fund – Different types of Provisions and Reserves (Theory & Numerical).

### Unit 3

Final Accounts of Sole Proprietary Firm Trial Balance: Concept, need, advantages, Trading, Profit & Loss a/c and Balance Sheet: Concept, need and preparation (Theory & Numerical).

### Unit 4

Accounting for Partnership-Admission of a new partner ;Accounting on retirement of a partner; Death of a partner; Dissolution of partnership firm (Theory & Numerical).

### **Suggested Readings**

1. Haneef & Mukherjee, Modern Accountancy, Tata Mc Graw.
2. RL Gupta & Radhaswamy, Advanced Accountancy, Sultan Chand & Sons.
3. RL Gupta & VK Gupta, Principles and Practice of Accounting:, Sultan Chand & sons.
4. Shukla & Grewal, Advanced Accountancy, S.Chand & Co.
5. SN Maheshwari & SK Maheshwari, Advanced Accountancy, Vikas
6. Tulsian, Accountancy, Tata Mc Graw.
7. VK Goyal, Financial Accounting, Excel

## **BUSINESS ORGANISATION AND MANAGEMENT**

**COM/MJ/02**

**Credits: 4**

### Unit 1

Nature & Scope of Business, Business Organisations: Concept and Nature, Management: Meaning and Nature, Henry Mintzberg's Managerial Role, Development of Management Thought : Classical Approach (The three pillars), Neo-Classical Approach (Hawthorne Studies), Systems and Contingency Approach

### Unit 2

Planning : Concept & Process, Types of Plans, Decision-making-concept and process, Management by Objectives (MBO)

### Unit 3

Organising : Nature and Purpose, Principles of organization, Departmentation, Staffing - Nature and importance, Process of Recruitment and Selection

### Unit 4

Directing – Meaning & Nature, Leadership Styles, Motivational Theories : Maslow & Herzberg, Communication : Nature and Process, Barriers to communication, Controlling : Concept and process, Techniques of Controlling

### **Suggested Readings**

1. B.P. Singh & T.N.Chhabra : Business Organisation and Management : Dhanpat Rai & Co., New Delhi
2. T.N.Chhabra : Principles and Practice of Management : Dhanpat Rai & Co., New Delhi
3. Koontz and Weihrich : Principles of Management : Tata McGraw Hill, New Delhi
4. R.N.Gupta : Business Organisation and Management : S.Chand, New Delhi
5. B.P.Singh and T.N. Chhabra : Business Organisation and Management : Dhanpat Rai & Co., New Delhi
6. S.A.Sherlekar & V.S.Sherlekar : Modern Business Organisation and Management : Himalaya Pub., New Delhi
7. Basu : Business Organisation and Management : Tata McGraw Hill, New Delhi.
8. Mishra, N : Modern Business Organisation : Sahitya Bhawan, New Delhi.

## INDUSTRIAL & COMPANY LAW THEORY

COM/MN/01

Credits: 4

### Unit 1

- (a) Important provisions of Employees Compensation Act 1923: Employee definition; objectives; liability for compensation; commissioner's appeals.
- (b) Industrial Disputes Act 1947: Definition; scope and objectives; lay off; lock-out; strike; authorities under the Act; general prohibition of strike and lock-out.

### Unit 2

- (a) Salient features of Minimum Wages Act 1948: Enforcement of the Act; objectives of the Act; fixation and revision of minimum wages; payment of minimum wages.
- (b) The Factories Act 1948: Definition; objectives of the Act; health; safety; welfare; employment of women; employment of young person.

### Unit 3

- (a) Introduction of Indian Companies Act (Including recent amendments of 2013): Kinds of companies; promotion and incorporation of companies; Memorandum and Articles of Association; prospectus; certificate of incorporation and certificate of commencement of business; other documents.
- (b) Share capital, Members and Directors of a company: Shares, share capital, members; borrowing powers; mortgages; debentures.

### Unit 4

- (a) Directors: Managing directors and whole time directors.
- (b) Meetings: Kinds, quorum, voting, resolutions, minutes.
- (c) Winding up: Kinds and conduct.

### **Suggested Readings**

1. A Ramaiya: Guide to the Companies Act; Wadhwa & Co. Nagpur.
2. A. K. Majumdar & G. K. Kapoor: Students' Guide to Company Law, Taxmann Allied Services P. Ltd., New Delhi.
3. A.K. Bagriyal: Company Law; Vikas Publishing House, New Delhi. 4. Avtar Singh: Company Law; Eastern Book Co., Lucknow.
5. L.C.B Gower: Principles of Modern Company Law; Stevens & Sons, London.
6. M.C. Kuchal: Modern Indian Company Law; Shri Mahavir Books, Noida.
7. N.D. Kapoor.: Commercial Law & Industrial Law, Sultan Chand & Sons, Delhi.
8. N.D. Kapoor.: Company Law - Incorporating the Provisions of the Companies Amendment Act, 2000; Sultan Chand & Sons, New Delhi
9. N.D. Kapoor: Handbook of Industrial Law, Sultan Chand & Sons, New Delhi.
10. P. K Ghosh: Company Law & Practice (Part – I & II), Sultan Chand & Sons, New Delhi