HORIZONTAL MOBILITY (ELECTIVE COURSE)

MCM.3.HME02: PRINCIPLES OF MANAGEMENT

80 Hours **Marks: 50**

Objective

- To provide an understanding of management concepts, principles, and practices among students.

Course Outcome

- Students will be able to have through understanding of strategic planning and decision-making strategies in an organization. Students will also develop an understanding of staffing, leadership, and controlling in an organization.

Module 1

Introduction: Management - definition, importance, functions, nature-as profession, science and art, universality of management; levels of management; managerial tasks and skills. Different Schools of Thoughts: Classical School-contributions of Taylor and Henri Fayol; Neo-classical school-Human Relations approach and Behavioural Science Approach; Modern School; System approach and Contingency approach

20 Hours

Module 2

Planning: Concept, importance, steps, types, premises, barriers to effective planning and remedial measures; strategic planning-concept forecasting –concept, techniques.

15 Hours

Module 3

Organizing: Concept, importance, principles, different organization models - line and staff; Functional; Departmentalization - need, basis, principles, Delegation of Authority - elements, steps barriers; Centralization and Decentralization of Authority; Span of Management; concept and determining factors

20 Hours

Module 4

Directing: concepts, importance of directing, Leadership: Concept, importance, types, leadership traits, Staffing: concepts, importance.

15 Hours

Module 5

Controlling: Concepts and Process, Controlling as a Feedback System, Requirements for Effective Control, Major Controlling Techniques: Budgetary and Non - Budgetary techniques.

10 Hours

(100% Theory Expected)

References

1. Sharma Gupta , *Management: Principles and application* , Kalyani Publishers
2. R. K. Singhal, *Management Principle and application*, V.K. Global Pub. Pvt. Ltd, New Delhi.
3. Gupta R.N - *Principles & Practice of Management* – S. Chand
4. Chandan J.S – *Management Concepts of Strategy* – Vikash Publication
5. B.P. Singh and A.K.Singh, *Essentials of Management*, Excel Books
6. Peter F Drucker, *Practice of Management*, Mercury Books, London
7. Prasad, L.M. *Principles and Practice of Management*, Sulatan Chand

HORIZONTAL MOBILITY (ELECTIVE COURSE)

MCM.3.HME01: FINANCIAL ACCOUNTING

80 Hours **Marks: 50**

Objective

- To enable the students to acquire knowledge of Accounting Principles and Practice

Course Outcome:

- Students will be able to prepare accounts of an organisation on the basis of universally accepted accounting principles and practices

Module 1

Basic Accounting Concepts: Accounting - Meaning and definition - Branches of Accounting - Financial Accounting - Uses of Financial accounting - Limitations of Financial accounting - Financial Accounting Vs Management Accounting - Double Entry bookkeeping - Accounting Principles - Accounting Concepts - Types of accounts - Rules of debit and credit - Accounting Equation.

15 Hours

Module 2

Journal: Meaning and concept - Journalising - Subsidiary books - Cash book - Purchase and sales book - Problems.

10 Hours

Module 3

Ledger: Meaning and concept of ledger - Posting of entries - Accounts - Balancing the accounts - Classification of accounts - Difference between journal and ledger - Problems.

10 Hours

Module 4

Trial Balance - Meaning and concept of Trial balance - Objectives - Preparation of trial balance - Problems. Errors - Types of errors - Errors of Commission, Omission and Principle - Rectification of errors - Suspense account - Problems.

15 Hours

Module 5

Final Accounts: Trading Account - Various trading account items - Cost of goods sold - Gross profit - problems. Profit & Loss Account - Meaning and objectives - Revenue and capital expenses - Expenses appearing in P&L Account - Income appearing in P&L Account- Net Profit - Problems. Balance Sheet - Meaning and objectives - Assets and liabilities - Problems with simple adjustments - Outstanding expenses - Accrued Income - Prepaid expenses - Income received in advance.

30 Hours

(30%Theory and 70% Problem Expected)

References

1. M. C. Shukla, S. C. Gupta, *Advanced Accounts* , S. Chand Limited Publishers.
2. Ashoka Banerjee, *Financial accounting*, Excel publications, New Delhi,
3. Anthony, *Accounting principles*, Irwin Publishers.
4. Narayanaswamy, *Fundamentals of Financial Accounting*.
5. Ambariosh Gupta, *Financial Accounting of Manägement*, Pearsons Education.

15.0 Horizontal Mobility (Elective Courses)

The department offers two courses under horizontal mobility as electives. The courses are meant fo **students from other schools/department** and will be offered in the **third semester.**

Course Code	Course Title	Total Credit	External Marks	Internal Marks	Total Marks
MCM.3.HME01	Financial Accounting	4	50	50	100
MCM.3.HME02	Principles of Management	4	50	50	100