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Department of Commerce and Business Management, Kakatiya University, Warangal  
B.Com III Year - V Semester  
BC503; Cost Accounting

Max. Marks: 80UE-201A

**UNIT-I: INTRODUCTION:** Cost Accounting: Definition - Features - Objectives - Functions - Scope - Advantages and Limitations - Essentiality of a good cost accounting system - Difference between Cost Accounting and Financial Accounting - Cost concepts - Cost Classification - Preparation of cost sheet (including problems)

**UNIT-II: MATERIAL:** Direct and Indirect Material cost - Inventory Control Techniques - Stock Levels - EOQ - ABC Analysis - JIT-VED-ESND - Issue of Materials to Production - Pricing methods: FIFO-LIFO with Base Stock and Simple and Weighted Average methods. (Including problems)

**UNIT-III: LABOUR AND OVERHEADS:** Labour: Direct and Indirect Labour Cost - Methods of Payment of Wages (only Incentive Plans): Halsey, Rowan, Taylor Piece Rate and Merrick Multiple Piece Rate Methods. Overheads: Classification - Methods of Allocation - Apportionment and Absorption of overheads. (including problems)

**UNIT-IV: UNIT COSTING AND JOB COSTING:** Unit Costing: Features - Cost Sheet - Tender and Estimated Cost Sheet. Job Costing: Features - Objectives - Procedure - Preparation of Job Cost Sheet. (including problems)

**UNIT-V: CONTRACT AND PROCESS COSTING:** Contract Costing: Features - Procedure of Contract Costing - Guidelines to Assess profit on incomplete Contracts - Advantages - **Process Costing:** Meaning - Features - **Preparation of Process Costing** - Normal and Abnormal Losses. (including problems)

#### SUGGESTED BOOKS:

1. Cost Accounting: Jain and Narang, Kalyani Publications.
2. Cost Accounting: M.N. Arora, Himalaya Publications.
3. Cost and Management Accounting: Prashanta Athma, Himalaya Publications.
4. Cost Accounting: Jawaharlal, Tata McGraw Hill Publications.
5. Cost Accounting: Theory and Practice: Banerjee, PHI Publications.
6. Introduction to Cost Accounting: Tulsian, S.Chand Publications.
7. Cost Accounting: Horngren, Pearson Publications.
8. Cost Accounting: Ravi M. Kishore, Tax Mann Publications.

8, EGG Tray Industry.

3, 4, 7  
KTPS, ITC, Agro Business.

9, Heavy water plant.

Faculty of Commerce & Business Management, Kakatiya University, Warangal.

## Paper DSC 102: BUSINESS ORGANISATION AND MANAGEMENT

**Objective:** To acquaint the students with the basics of Commerce and Business concepts and functions, forms of Business Organization and functions of Management.

### UNIT-I: INTRODUCTION AND FORMS OF BUSINESS ORGANISATIONS:

Concepts of Business, Trade, Industry and Commerce - Objectives and Functions of Business - Social Responsibility of a Business - Forms of Business Organization - Meaning, Characteristics, Advantages and Disadvantages of Sole Proprietorship - Meaning, Characteristics, Advantages and Disadvantages of Partnership - Kinds of Partners - Partnership Deed - Concept of Limited Liability Partnership - Meaning, Characteristics, Advantages and Disadvantages of Hindu Undivided Family - Meaning, Advantages and Disadvantages of Co-Operative Organization

### UNIT-II: JOINT STOCK COMPANY:

Joint Stock Company - Meaning - Definition - Characteristics - Advantages and Disadvantages - Kinds of Companies - 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)

### UNIT-III: INTRODUCTION TO FUNCTIONS OF MANAGEMENT:

Management - Meaning - Characteristics - Functions of Management - Levels of Management - Skills of Management- Scientific Management - Meaning - Definition - Objectives - Criticism - Fayol's 14 Principles of Management

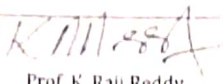
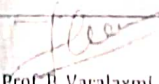
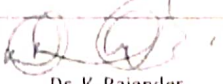
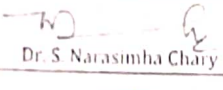





**UNIT-IV: PLANNING AND ORGANISING:** Meaning - Definition - Characteristics - Types of Plans - Advantages and Disadvantages - Approaches to Planning - Management by Objectives (MBO) - Steps in MBO - Benefits - Weaknesses - Definition of Organizing - Organization - Process of Organizing - Principles of Organization - Formal and Informal Organizations - Line, Staff Organizations - Line and Staff Conflicts - Functional Organization - Span of Management - Meaning - Determining Span - Factors influencing the Span of Supervision

### UNIT-V: AUTHORITY, COORDINATION AND CONTROL:

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

### SUGGESTED READINGS:

1. Business Organization & Management: Sharma Shashi K. Gupta, Kalyani Publishers
2. Business Organisation & Management: Patrick Anthony, Himalaya Publishing House
3. Business Organization & Management: Dr. Manish Gupta, PBP.
4. Modern Business Organization: S.A. Sherlekar, V.S. Sherlekar, Himalaya Publishing House
5. Business Organization & Management: C.R. Basu, Tata McGraw Hill
6. Organizational Behaviour Text & Cases: V.S.P. Rao, Himalaya Publishing House
7. Business Organization & Management: Uma Shekaram, Tata McGraw Hill
8. Business Organization & Management: Niranjan Reddy & Surya Prakash, Vaagdevi publishers
9. Business Organisation and Management, Dr. Neeru Vasihthi, Tax Mann Publications.

 Prof. K. Raji Reddy	 Prof. P. Varalaxmi	 Dr. K. Rajender
 Dr. S. Narasimha Chary	 Mr. M. Sumatah	 Dr. S. Narayana Swamy
 Dr. Ramavath Ravi	 Dr. D. Thiruvengala Chary	 Dr. G. Shashidhar Rao

3- KTPS.

4- ITC.

**Kakatiya University, Warangal.**

**Faculty of Commerce & Business Management,**

**B.Com. V Semester - Paper DSE 501 (a) : COST ACCOUNTING**

**Objective:** To make the students acquire the knowledge of cost accounting methods.

**UNIT-I: INTRODUCTION:**

Cost Accounting: Definition - Features - Objectives - Functions - Scope - Advantages and Limitations - Essentials of a good cost accounting system- Difference between Cost Accounting and Financial Accounting - Cost concepts - Cost Classification. (Theory Only)

**UNIT-II: MATERIAL:**

Direct and Indirect Material cost - Inventory Control Techniques - Stock Levels - EOQ - ABC Analysis - JIT - VED - FSND - Issue of Materials to Production - Pricing methods: FIFO - LIFO with Base Stock and Simple and Weighted Average methods. (Problems)

**UNIT-III: LABOUR AND OVERHEADS:**

Labour: Direct and Indirect Labour Cost - Methods of Payment of Wages (only Incentive Plans): Halsey, Rowan, Taylor Piece Rate and Merrick Multiple Piece Rate Methods.

Overheads: Classification - Methods of Allocation - Apportionment and Absorption of overheads. (Problems)

**UNIT-IV: UNIT AND JOB COSTING:**

Unit Costing: Features - Cost Sheet - Tender and Estimated Cost Sheet.

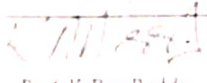
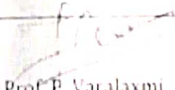
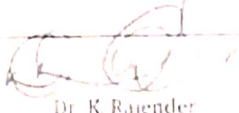




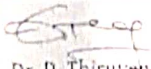
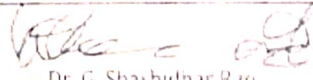
Job Costing: Features - Objectives - Procedure - Preparation of Job Cost Sheet. (Problems)

**UNIT-V: CONTRACT AND PROCESS COSTING:**

Contract Costing: Features - Advantages - Procedure of Contract Costing - Guidelines to Assess profit on incomplete Contracts. **Process Costing:** Meaning - Features - **Preparation of Process Account** - Normal and Abnormal Losses. (Problems)

**SUGGESTED READINGS:**

1. Cost Accounting: Jain and Narang, Kalyani
2. Cost Accounting: Srihari Krishna Rao, Himalaya
3. Cost and Management Accounting: Prashanta Athma, Himalaya
4. Cost Accounting: Dr. G. Yogeshweran, PBP.
4. Cost Accounting: Jawaharlal, Tata Mcgraw Hill
5. Cost Accounting: Theory and Practice: Banerjee, PHI

 Prof. K. Raj Reddy	 Prof. P. Varalaxmi	 Dr. K. Rajender
 Dr. S. Narasimha Chary	 Mr. M. Somaiah	 Dr. S. Narayana Swamy
 Dr. Ramavath Ravi	 Dr. D. Thiruvengala Chary	 Dr. G. Shashidhar Rao

**B.Com. III Semester - Paper DSC 303: FINANCIAL INSTITUTIONS & MARKETS***Objective: To familiarize with various Financial Institutions and Markets.***UNIT-I: INDIAN FINANCIAL SYSTEM:**

Components - Functions - Flow of Funds Matrix - Financial System and Economic Development - Recent Developments in Indian Financial System - Weaknesses of Indian Financial System

**UNIT-II: FINANCIAL INSTITUTIONS:**

**Commercial Banking:** Types - Functions - Lending by Commercial Banks - Recent Developments - **Merchant Banking** - functions - Venture Capital - objectives - Private Equity - role in start-ups - Hire purchase and leasing - Non-banking Finance Companies: Types - Functions

**UNIT-III: MONEY MARKET:**

**Functions of Money Market** - Organization of Money Market - Dealers - **Money Market Instruments** - RBI - Functions - Role of RBI in Money Market - LAF (Liquidity Adjustment Facility), MSF (Marginal Standing Facility), Repo, and Reverse Repo.

**UNIT-IV: DEBT MARKET:**

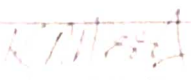
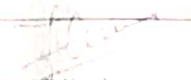
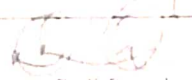

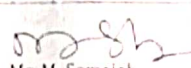
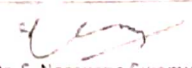
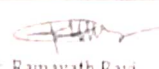
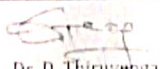
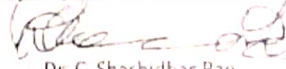
Evolution of Debt Markets in India - Instruments and Players in Debt Market: Government Securities - PSU Bonds - Corporate Bonds - Securities Trading Corporation of India - Primary Dealers in Government Securities - Bonds: Features of Bonds - Types of Bonds - Bond Ratings.

**UNIT-V: EQUITY MARKET:**

Meaning - Development of Equity Market in India - Primary Market: IPO and FPO - Methods of IPO - Role of Merchant Bankers in Fixing the Price - Red Herring Prospectus - Sweat Equity - ESOP - Rights Issue - Secondary Market: Meaning and Functions of Stock Exchanges - Evolution and Growth of Stock Exchanges - Stock Exchanges in India - Recent Developments in Indian Stock Exchanges - Stock Market Indices - SEBI: Objectives and Functions

**SUGGESTED READINGS:**

- 1) Bhole, L.M., Financial Markets and Institutions. Tata McGraw Hill Publishing Company, New Delhi, India.
- 2) Prof. Prashanta Athma, Financial Institutions and Markets: PBP
- 3) Gordon & Natarajan, Financial Markets and Services. Himalaya Publishing House, New Delhi, India.
- 4) Khan and Jain, Financial Services, Tata McGraw Hill, New Delhi, India.
- 5) Khan, M.Y., Indian Financial System - Theory and Practice. Vikas Publishing House, New Delhi, India.

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