

# UNIVERSITY OF LADAKH



**SYLLABUS  
OF  
THE FOUNDATION COURSE  
OF**

**Commerce & Management**

**(UNDER NEP – 2020)**

**(Implemented w.e.f Academic Session 2023-24)**

# UNIVERSITY OF LADAKH

## SYLLABUS OF THE FOUNDATION/INTRODUCTORY COURSE IN COMMERCE & MANAGEMENT UNDER NATIONAL EDUCATION POLICY - 2020 (Session 2023-2024)

**Objective:** The course aims to help learners to acquire conceptual knowledge of financial accounting, to impart skills for recording various kinds of business transactions and to prepare financial statements.

**Semester – I**

**Credit – 4**

**Max Marks – 100**

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### **Unit – 1: Conceptual Framework**

- 1.1: Theoretical Framework: The nature of Financial Accounting.
- 1.2: Accounting Principles, Concepts and Conventions.
- 1.3: Bases of Accounting: Cash Bases and Accrual Bases.
- 1.4: Accounting Equation. Identification of Financial Transactions: Source Documents, Rules of Debit and Credit.

### **Unit – 2: Accounting Process**

- 2.1: Process of Accounting Journal, Ledger and Trial Balance.
- 2.2: Secondary Books: Purchase Book, Purchase Return Book, Sales Book, Sales Return Book
- 2.4: Errors & their rectification based on Double Entry Book-Keeping System,

### **Unit – 3: Financial Statements of Sole Proprietorship**

- 3.1: Meaning, objective and importance;
- 3.2: Revenue and Capital Receipts, Revenue and Capital Expenditure, Deferred Revenue expenditure
- 3.2: Preparation of Trading Account, Manufacturing Account, Statement of Profit and loss and Balance Sheet.

### **Unit – 4: Financial Statement of Not-Profit Organisation.**

- 4.1: Concept, Receipt and Payment account.
- 4.2: Income and Expenditure Account and Balance Sheet.

### **References:**

- **Essential Readings** – P.C. Tulsian, Financial Accounting, Tata McGraw Hill, New Delhi.
- Grewal T S. Double Entry Book Keeping: Financial Accounting Textbook for Class 11<sup>th</sup>, Sultan Chand and Sons, New Delhi.
- Singhania V.K: Direct Tax Laws and Practices, Taxman, New Delhi

### **Suggested Readings –**

- A. K. Bhattacharyya, Financial Accounting for Business Managers, Prentice-Hall, New Delhi.
- S. N. Maheshwari, Financial Accounting, Vikas Publication, New Delhi.
- R.L. Gupta and V. K. Gupta, Principles and Practice of Accountancy Sultan Chand and Sons, New Delhi.
- J.R. Monga, Basic Financial Accounting, Mayur Paper backs, Darya Gang New Delhi.

# Syllabus of the Foundation Course of Commerce and Management under NEP-2020

**Semester – II**

**Credit – 4**

**Max Marks – 100**

**Objective:** The course aims to develop an understanding of business organisations, functions and challenges of management and contemporary issues in management.

## **Unit 1: Introduction**

- 1.1: Role of organisations and management in our lives;
- 1.2: Nature and Functions of Management (An overview); Managerial Competencies,
- 1.3: Ownership forms; Business formats- Brick & Mortar; Click; Brick & Click;  
E- Commerce; Franchising; Outsourcing.

## **Unit 2: Business Environment and Entrepreneurship**

- 2.1: Meaning and layers of Business Environment (micro/immediate, meso/intermediate, macro and international);
- 2.2: Business ethics and social responsibility;
- 2.3: Entrepreneurship and its relevance, Business and social entrepreneurship as a process of opportunity/problem;
- 2.4: Micro, small and medium Enterprises; Government Policy regarding MSMEs

## **Unit 3: Planning and Organizing**

- 3.1: Strategic Planning – Business and Corporate Level Strategies;
- 3.2: Decision-making- process and techniques;
- 3.3: Organizing, Formal and Informal Organisations, Centralisation and Decentralisation,
- 3.4: Organisational structures – Divisional, Product, Matrix, Project and Virtual Organisation

## **Unit 4: Directing and Controlling**

- 4.1: Motivation- needs (including Maslow's theory), incentives, Equity and two-factor theory (Herzberg);
- 4.2: Leadership – Leadership Styles, Transactional Vs. Transformational Leadership;
- 4.3: Communication – New trends and directions (Role of IT and social media);
- 4.4: Controlling – Techniques of Controlling Relationship between planning and controlling.

### Suggested readings

- Basu, C. (2017). Business Organisation and Management. McGraw Hill Education.
- Chhabra, T. N. (2021). Business Organisation and Management. Sun India Publications. New Delhi.
- Drucker, P. F. (1954). The Practice of Management. New York: Harper & Row.
- Kalra, S., & Singhal, N. (2020). Business Organisation and Management. Scholar Tech Press, Delhi.
- Kaul, V. K. (2012). Business Organisation Management. Pearson Education.
- Koontz, H., & Weihrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.
- Laasch, O. (2022). Principles of Management, 2e, Sage Textbook ●
- Singh, B. P., & Singh, A. K. (2002). Essentials of Management. New Delhi. Excel Books Pvt. Ltd.
- Vasishth, N., & Rajput N. (2013). Business Organisation & Management Kitab Mahal, Delhi

