

The logo of The University of Burdwan, West Bengal, consists of several overlapping circles in blue, black, and yellow.

# **The University of Burdwan, West Bengal B.Com GEN Sem 2 syllabus**

## **Cost Accounting-I**

### **Unit 1: Introduction**

Meaning, objectives and advantages of cost accounting; Difference between cost accounting and financial accounting; Cost concepts and classifications; Elements of cost; Installation of a costing system; Role of a cost accountant in an organization, cost accounting records rules.

### **Unit 2: Elements of Cost: Material and Labour**

a. Materials: Material/inventory control techniques. Accounting and control of purchases, storage and issue of materials. Methods of pricing of materials issues — FIFO, LIFO, Simple Average, Weighted Average, Replacement, Standard Cost. Treatment of Material Losses

b. Labour: Accounting and Control of labour cost. Time keeping and time booking. Concept and treatment of idle time, over time, labour turnover and fringe benefits. Methods of wage payment and the Incentive schemes- Halsey, Rowan, Taylor's Differential piece wage.

### **Unit 3: Elements of Cost: Overheads**

Classification, allocation, apportionment and absorption of overheads; Under- and over-absorption; Capacity Levels and Costs; Treatments of certain items in costing like interest on capital, packing expenses, bad debts, research and development expenses; Activity based cost allocation.

## **Unit 4: Methods of Costing**

Unit costing, Job costing, Contract costing, Process costing (process losses, valuation of work in progress, inter process profit, equivalent production, joint and by-products), Service costing (only transport).

## **Unit 5: Book Keeping in Cost Accounting**

Integral and non-integral systems; Reconciliation of cost and financial accounts

### **Suggested Reading:**

1. JawaharLal, Cost Accounting. McGraw Hill Education
  2. Jain, S.P. and K.L. Narang. Cost Accounting, Kalyani Publishers
  3. Arora, M.N. Cost Accounting – Principles and Practice. Vikas Publishing House,
  4. Maheshwari, S.N. and S.N. Mittal. Cost Accounting: Theory and Problems. ShriMahavir Book Depot, New Delhi.
  5. Iyengar, S.P. Cost Accounting. Sultan Chand & Sons
  6. B.K.Bhar - Cost Accounting , World Press.
  7. Saxsena&Basistha - Cost Accounting
  8. Drury, Management and Cost Accounting, Cengage Learning
  9. Horngren, Cost Accounting, Pearson
  10. Dutta, Cost Accounting : Principles & Practice, Pearson
  11. Debasis Banerjee - Cost Accounting & Management Accounting.
- Note: Latest edition of text books may be used.

## **Business Law**

### **Unit 1: The Indian Contract Act, 1872: General Principle of Law of Contract**

- a) Contract – meaning, characteristics and kinds
- b) Essentials of a valid contract - Offer and acceptance, consideration, contractual capacity, free consent, legality of objects.
- c) Void agreements
- d) Discharge of a contract – modes of discharge, breach and remedies against breach of contract.
- e) Contingent contracts

f) Quasi - contracts

## **Unit 2: The Indian Contract Act, 1872: Specific Contract**

- a) Contract of Indemnity and Guarantee
- b) Contract of Bailment
- c) Contract of Agency

## **Unit 3: The Sale of Goods Act, 1930**

- a) Contract of sale, meaning and difference between sale and agreement to sell.
- b) Conditions and warranties
- c) Transfer of ownership in goods including sale by a non-owner
- d) Performance of contract of sale
- e) Unpaid seller – meaning, rights of an unpaid seller against the goods and the buyer.

## **Unit 4: Partnership Laws**

- A) The Partnership Act, 1932
  - a. Nature and Characteristics of Partnership
  - b. Registration of a Partnership Firms
  - c. Types of Partners
  - d. Rights and Duties of Partners
  - e. Implied Authority of a Partner
  - f. Incoming and outgoing Partners
  - g. Mode of Dissolution of Partnership
- B) The Limited Liability Partnership Act, 2008
  - a) Salient Features of LLP
  - b) Differences between LLP and Partnership, LLP and Company
  - c) LLP Agreement,
  - d) Partners and Designated Partners
  - e) Incorporation Document
  - f) Incorporation by Registration
  - g) Partners and their Relationship

## **Unit 5: The Negotiable Instruments Act 1881 10 Lectures**

- a) Meaning, Characteristics, and Types of Negotiable Instruments :  
Promissory Note, Bill of Exchange,  
Cheque
- b) Holder and Holder in Due Course, Privileges of Holder in Due Course.
- c) Negotiation: Types of Endorsements
- d) Crossing of Cheque

e) Bouncing of Cheque

**Suggested Readings:**

1. M.C. Kuchhal, and Vivek Kuchhal, Business Law, Vikas Publishing House, New Delhi.
  2. Avtar Singh, Business Law, Eastern Book Company, Lucknow.
  3. Ravinder Kumar, Legal Aspects of Business, Cengage Learning
  4. SN Maheshwari and SK Maheshwari, Business Law, National Publishing House.
  5. Aggarwal S K, Business Law, Galgotia Publishers Company, New Delhi.
  6. Bhushan Kumar Goyal and Jain Kinneri, Business Laws, International Book House
  7. Sushma Arora, Business Laws, Taxmann Publications.
  8. Akhileshwar Pathak, Legal Aspects of Business, McGraw Hill Education,
  9. P C Tulsian and Bharat Tulsian, Business Law, McGraw Hill Education
  10. Sharma, J.P. and Sunaina Kanojia, Business Laws, Ane Books Pvt. Ltd., New Delhi
  11. Sheth, Business Law, Pearson
- Note: Latest edition of text books may be used.

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