

Course code	BVFM07	Credits Equivalent : 04
Course Name	MANAGEMENT PRINCIPLES AND APPLICATIONS	Duration : 6 Months
Abbreviation	MPA	Semester : 2nd



CENTRAL UNIVERSITY OF HIMACHAL PRADESH

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PO BOX: 21, DHARAMSHALA, DISTRICT KANGRA- 176215 (HP)

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B. VOC: MANAGEMENT PRINCIPLES AND APPLICATIONS

Course objective: The course is designed to:

- To provide the student with an understanding of basic management concepts principles and practices.

Attendance Requirement:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is must failing which a student may not be permitted to appear in the examination.

Evaluation Criteria:

1. Mid Term Examination	25%
2. End Semester Examination	50%
3. Continuous Internal Assessment	25%
• Class participation	10%
• Presentations	5%
• Group Discussion	5%
• Role Play	5%

Course Contents:

Unit	Course Content	Duration
1	<ul style="list-style-type: none"> • Management—Concept ,Nature ,Process & Significance 	7 Hours

	<ul style="list-style-type: none"> • An Overview of functional areas of Management • Evolution of Management Theory— Work of Fredrick W.Taylor ,Fayols Contribution , Behavioural Science Approach , Contingency Approach • Fortune at the Bottom of Pyramid. • Trends and Challenges of Management in Global Scenario, Emerging issues in management 	
2	<ul style="list-style-type: none"> • Management Functions---Planning, Organising, Staffing, Directing & Controlling • Planning: Meaning – Importance – Elements – Process – Limitations. • Decision – Making – Concept ,nature & significance 	7 Hours
3	Organising—Concept ,Nature & Significance Authority and Responsibility Relationships, Centralisation and Decentralisation , Departmentation ,Organisation Sturcture forms	7 Hours
4	Directing—Meaning & steps in direction , motivation concept , theories , Maslow, Herzberg, McGregor, Leadership concept,styles and Traits.	7 Hours

Suggested Readings

1. Principles of Business Management by Stephen P. Robbins
2. L.M. Prasad, Principles of Management, Sultan Chand & Sons 6th Edition
3. Gupta, Sharma & Bhalla, Prnciples of Business Management, Kalyani Pub. 1st Edition



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B. VOC : Cost Accounting and Management Accounting

Course code	BVFM09	Credits Equivalent : 04
Course Name	Cost Accounting and Management Accounting	Duration : 6 Months
Abbreviation	CA	Semester : 2 nd

Course objective: The course is designed to :

- Students in understanding Basic concepts of cost accounting and also to know about the various types of costs.
- Understand the various concepts of costing.
- It is also aimed at helping student equip themselves with the various techniques used in Cost Accounting.

Attendance Requirement:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is must failing which a student may not be permitted to appear in the examination.

Evaluation Criteria:

1. Mid Term Examination	25%
2. End Semester Examination	50%
3. Continuous Internal Assessment	25%
• Class participation	10%
• Presentations	5%
• Group Discussion	5%
• Role Play	5%

Course Contents:

Unit	Course Content	Duration
1	Introduction to Cost Accounting <ul style="list-style-type: none">• Cost: Meaning, Concept and Classification• Elements of Cost• Nature & Importance• Cost Accounting – comparison between Financial Accounting and Cost Accounting - Application of Cost Accounting-• Designing and installing a Cost Accounting system- Cost concepts and Classification of Costs – Cost Unit – Cost Centre –Elements of Cost – Preparation of cost sheet.• Reconciliation of Cost and Financial Accounts Need for reconciliation – Reasons for difference in profits.	4 hours
2	Unit Costing <ul style="list-style-type: none">• Unit Costing.• Preparation of cost Sheet and Statement of Cost (Including calculation of tender price)• Overhead costing, (Including calculation of machine hour rate.) Contract and Job costing <ul style="list-style-type: none">• Contract and Job costing operating costing	5 hours
3	Material Costing : <ul style="list-style-type: none">• Classification of materials- Material Control – Purchasing procedure – store keeping- techniques of Inventory control- Setting of stock levels- EOQ- Methods of pricing materials issues – LIFO-FIFO – Weighted Average Method –Simple Average Method- Problems.	5 hours
4	<ul style="list-style-type: none">• Origin, Concept, nature and scope of Management Accounting. Distinction between management accounting and cost Accounting Nature,• Importance and Limitations of financial statements. Tools of Financial Analysis; Ratio Analysis (Liquidity, Activity, Solvency and Profitability ratios). Trend Analysis common size financial statement and comparative financial	7 hours

	statements. <ul style="list-style-type: none">• Reporting to Management; Importance Needs, Types, Requirements of good report preparation of a report including prewriting and form of final draft.	
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Prescribed Text Books:

1. Arora M.N.: Cost Accounting-Principles and Practice; Vikas, New Delhi.
2. Jain S.P. and Narang K.L.: Cost Accounting; Kalyani New Delhi.
3. Khan M.Y. and Jain P.K. Management Accounting; Tata McGraw Hill.

Suggested Extra Readings:

1. Maheshwari S.N.: Advanced Problems and Solutions in cost Accounting; Sultan Chand, New Delhi.
2. Tulsian P.C. Practical Costing: Vikas, New Delhi.