

**B.Com. 1st Year**

**COURSE- BC1.1**

# **FINANCIAL ACCOUNTING**

**UNIT: 1-20**

**By: Dr. Deepika Gautam  
Dr. Suresh Sharma**



**Centre for Distance and Online Education (CDOE)  
Himachal Pradesh University  
Gyan Path, Summer Hill, Shimla-171005**

## Contents

UNITS	Contents	Page No.
<b>BLOCK-1</b>		
UNIT -1	Theoretical Framework	1-27
UNIT -2	Principles Of Accounting	28-40
UNIT -3	Financial Accounting Standards	41-60
UNIT -4	Accounting Equation	61-73
UNIT -5	Double Entry System	74-86
UNIT -6	Journalizing Transactions	87-100
UNIT -7	Ledger	101-110
UNIT -8	Subsidiary Books	111-154
UNIT -9	Trial Balance	155-169
UNIT -10	Concept Of Income	170-189
UNIT -11	Revenue And Expenses Recognition	190-202
UNIT -12	Depreciation Accounting	203-217
UNIT -13	Inventories	218-242
<b>BLOCK-2</b>		
UNIT -14	Capital And Revenue	243-255
UNIT -15	Final Accounts	256-291
<b>BLOCK-3</b>		
UNIT -16	Hire Purchase	292-307
UNIT -17	Consignment Accounts	308-339
UNIT -18	Joint Venture	340-364
<b>BLOCK-4</b>		
UNIT -19	Accounting For Inland Branches	365-413
UNIT -20	Dissolution Of Partnership Firm	414-429
	Assignments	

# **UNIT-1**

## **THEORETICAL FRAMEWORK**

### **STRUCTURE:**

1.1 Introduction

1.2 Learning Objectives

1.3 Development, Definition and Functions Of Accounting

Self-Check Exercise-1

1.4 Bookkeeping, Nature, Users and Other Disciplines of Accounting

Self - Check Exercise-2

1.5 Role Of Accountants, Branches, Limitations, Difference Between Management Accounting And Financial Accounting

Self Check Exercise-3

1.6 Objectives, Outsourcing Of Accounting Function, Disadvantages Of Outsourcing, Disadvantages Of Outsourcing, Accounting As An Information System, Qualitative Characteristics Of Accounting Information System

Self Check Exercise-4

1.7 Summary

1.8 Glossary

1.9 Answers to Self-Check Exercises

1.10 Suggested Readings

1.11 Terminal Questions

### **1.1 INTRODUCTION:**

Accounting has rightly been termed as the language of the business. The basic function of the language is to serve as a means of communication. Accounting also serves this function. It communicates the result of business operations to various parties who have some stake in the business such as the proprietor, creditors, investors, Government and other agencies. Though accounting is generally associated with business but it is not only business which makes use of accounting, but persons like housewives, Government and other agencies also make use of

**B.Com. 1<sup>st</sup> Year**

**COURSE- BC1.2**

# **BUSINESS ORGANISATION AND MANGEMENT**

**UNIT: 1-20**

**By: Dr. Vikrant Saklani  
Miss Bharti**



**Centre for Distance and Online Education (CDOE)  
Himachal Pradesh University  
Gyan Path, Summer Hill, Shimla-171005**

# CONTENT

Units	Title	Page no.
<b>Block-1</b>		
Unit 1	Manufacturing And Services Sectors	1-20
Unit 2	Make In India Movement	21-30
Unit 3	Social Responsibilities and Business ethics	36-50
<b>Block-2</b>		
Unit 4	Forms of Organisation-Sole Proprietorship And Joint Hindu Undivided Family	51-66
Unit 5	Forms of Organisation- Partnership and Co-Operative Society	67-83
Unit 6	Forms of Organisation-Joint Stock Company	84-97
Unit 7	Forms of Organisation-Limited Liability Partnership	98-116
Unit 8	Government - Business Interface; Rationale And Forms Of Public Enterprises.	117-128
Unit 9	International Business and Multi-National Corporations	129-141
<b>Block-3</b>		
Unit 10	Management Process-Planning, Policy and Strategy	142-159
Unit 11	Indian Philosophy of Management	160-174
Unit 12	Organisation	175-189
<b>Block-4</b>		
Unit 13	Leadership	190-200
Unit 14	Motivation	201-212
Unit 15	Control	213-225
Unit 16	Communication	226-246
<b>Block-5</b>		
Unit 17	Functional areas of Management-Marketing Management	247-262
Unit 18	Functional areas of management-Financial management	263-274
Unit 19	Functional areas of Management-Human Resource Management	275-284
Unit 20	Industrial Relations	285-295

# UNIT-1

## MANUFACTURING AND SERVICES SECTORS

### Structure:

#### 1.1 Introduction

#### 1.2 Learning Objectives

#### 1.3 Manufacturing Sector

##### 1.3.1 Types of Manufacturing Industries

##### 1.3.2 Role of Manufacturing Sector in Indian Economy

Self-Check Exercise-1

#### 1.4 Service Sector-A Brief

##### 1.4.1 Important characteristics of Services

##### 1.4.2 Components of Indian Service Sector: Economic and Social

##### 1.4.3 Role of Service Sector in Indian Economy

Self-Check Exercise-2

#### 1.5 Reasons behind Service Sector Growth in India & Small and Medium Enterprises

##### 1.5.1 Role of Small and Medium Enterprises in Indian Economy

##### 1.5.2 Globalization and Liberalization

##### 1.5.3 Characteristics of Globalization and Liberalization

Self-Check Exercise-3

#### 1.6 Summary

#### 1.7 Glossary

#### 1.8 Answer to Self-Check Exercises

#### 1.9 Suggested Readings

**B.Com. 1<sup>st</sup> Year**

**COURSE- BC1.3**

# **BUSINESS LAW**

**UNIT: 1-20**

**By: Prof. Vijay Kumar Kaushal  
Dr. Virender Kaishal**



**Centre for Distance and Online Education (CDOE)**

**Himachal Pradesh University**

**Gyan Path, Summer Hill, Shimla-171005**

# Contents

Block I		
Unit	Title	Page No.
I	Indian Contract Act, 1872	1 - 21
II	Contract: Valid	22 - 42
III	Contract: Void	43 - 60
IV	Contract: Discharge	61 - 78
V	Contract: Breach	79 - 98
VI	Contract: Contingent	99 - 117
VII	Contract: Quasi	118 - 131
Block II		
Unit	Title	Page No.
VIII	Indian Contract Act, 1872: Specific Contract	132 - 146
IX	Contracts: Indemnity	147 - 168
X	Contracts: Guarantee, Bailment and Agency	169 - 185
Block III		
Unit	Title	Page No.
XI	Sale of Goods Act, 1930	186 - 200
XII	Contract of Sale-I	201 - 218
XIII	Contract of Sale-II	219 - 234
XIV	Unpaid Seller	235 - 254
Block IV		
Unit	Title	Page No.
XV	Negotiable Instruments Act, 1881	255 - 275
XVI	Negotiation-I	276 - 289
XVII	Negotiation-II	290 - 308
Block V		
Unit	Title	Page No.
XVIII	The Partnership Act, 1932	309 - 329
XIX	The Partnership Act, 1932: Types of Partners	330 - 355
XX	Limited Liability Partnership Act, 2008	356 - 375
XXI	Limited Liability Partnership Act, 2008: Type of Partners	367 - 397
	Assignment Questions	



# UNIT I

## Indian Contract Act 1872

### Structure

- 1.1 Introduction
- 1.2 Learning Objectives
- 1.3 Indian Contract Act 1872: Fundamental Principles, Need, Areas and Features  
Self-Check Exercise-1
- 1.4 Indian Contract Act 1872: Objectives, Types and **Amendments**  
Self-Check Exercise-2
- 1.5 Summary
- 1.6 Glossary
- 1.7 Answers to Self-Check Exercises
- 1.8 Suggested Readings
- 1.9 Term-End Questions

### 1.1 Introduction

The Indian Contract Act of 1872 is a pivotal piece of legislation that establishes the framework for contract law in India. Enacted during the British colonial period, it lays down the principles governing contracts and agreements, ensuring legal clarity and enforceability in transactions. The Act defines a contract as an agreement enforceable by law, comprising of an offer, acceptance, and consideration. For a contract to be valid, several essential elements must be present: lawful offer and acceptance, intention to create legal relations, lawful consideration, parties' capacity to contract, free consent, and a lawful object. A lawful offer and acceptance form the bedrock of any contract, where one party proposes and the other accepts the terms. Both parties must intend to enter into a legally binding agreement, reflecting a serious commitment to fulfil their promises. Lawful consideration, which refers to something of value exchanged between the parties, is crucial for validating the contract. Additionally, parties entering the contract must be competent, meaning they should be of legal age, of sound mind, and not disqualified by any law. Free consent is another vital component, indicating that the agreement should be made without coercion, undue influence, fraud, misrepresentation, or mistake. The purpose and object of the contract must be lawful, adhering to the legal framework.

**B.Com. 1<sup>st</sup> Year**

**COURSE- BC1.4**

# **BUSINESS STATISTICS AND MATHEMATICS**

**UNIT: 1-20**

**By: Prof. Kuldeep Kumar Attri  
Dr. Virender Kaushal  
Dr. Anoop Kumar  
Dr. Arti Manglesh**



**Centre for Distance and Online Education (CDOE)  
Himachal Pradesh University  
Gyan Path, Summer Hill, Shimla-171005**

## CONTENT

UNIT	TITLE	PAGE NO.
<b>BLOCK-I</b>		
1.	MEANING AND NEED OF STATISTICAL ANALYSIS	1-16
2.	COLLECTION, CLASSIFICATION, TABULATION AND PRESENTATION OF DATA (PART 1)	17-28
3.	COLLECTION, CLASSIFICATION, TABULATION AND PRESENTATION OF DATA (PART -2)	29-44
4.	COLLECTION, CLASSIFICATION, TABULATION AND PRESENTATION OF DATA (PART -3)	45-57
5.	MEASURES OF CENTRAL TENDENCY(PART-1)	58-74
6.	MEASURES OF CENTRAL TENDENCY(PART-2)	75-85
7.	MEASURES OF CENTRAL TENDENCY (PART-3)	86-100
8.	DISPERSION AND THEIR MEASURES (PART-1)	101-108
9.	DISPERSION AND THEIR MEASURES (PART-2)	109-117
10.	DISPERSION AND THEIR MEASURES(PART-3)	118-130
11.	MEASURES OF SKEWNESS	131-149
<b>BLOCK-II</b>		
12.	CORRELATION ANALYSIS (Part -1)	150-159
13.	CORRELATION ANALYSIS (Part -2)	160-179
14.	REGRESSION ANALYSIS (PART-1)	180-191
15.	REGRESSION ANALYSIS (PART-2)	192-206
<b>BLOCK-III</b>		
16.	INDEX NUMBERS-I	207-225
17.	INDEX NUMBERS-II	226-239
<b>BLOCK-IV</b>		
18.	ANALYSIS OF TIME SERIES	240-274
<b>BLOCK-V</b>		
19.	MATRIX AND DETERMINANTS	274-306
20.	SIMPLE AND COMPOUND INTERST	307-323

## **UNIT– 1**

### **MEANING AND NEED OF STATISTICAL ANALYSIS**

#### **Structure**

- 1.1 Introduction
- 1.2 Learning objectives
- 1.3 Definition of statistics
  - 1.3.1 Function of Statistics
  - 1.3.2 Importance of Statistics
  - 1.3.3 Limitations of statistics
  - 1.3.4 Kinds of Statistics
  - 1.3.5 Descriptive and inferential statistics
  - 1.3.6 Types of variables
- Self -check exercises
- 1.4 Summary
- 1.5 Glossary
- 1.6 Answers to Self -Check Exercises
- 1.7 Suggested Readings
- 1.8 Terminal Questions

#### **1.1 Introduction:**

The term “statistics” is used in two senses: first, in the plural sense, meaning a collection of numerical facts or estimates- the figures themselves. In this sense, the public usually thinks of statistics, e.g. figures relating to population, profits of different units in an industry, etc. Secondly, as a singular noun, the term statistics denotes the various methods adopted for collecting, analysing and interpreting the facts numerically represented. In a singular sense, statistics is better described as a statistical method. In our study of the subject, we shall be more concerned with the second meaning of the word statistics.

**B.Com. 2<sup>nd</sup> Year**

**COURSE- BC2.1**

# **COMPANY LAW**

**UNIT: 1-20**

**By: Prof. Vijay Kumar Kaushal  
Mr. Rajesh Kumar**



**Centre for Distance and Online Education (CDOE)  
Himachal Pradesh University  
Gyan Path, Summer Hill, Shimla-171005**

## CONTENT

UNIT	TITLE	PAGE NO.
<b>BLOCK-I</b>		
1.	CORPORATE LEGAL FRAMEWORK: CONCEPTUAL UNDERSTANDING (PART-1)	1 - 12
2.	CORPORATE LEGAL FRAMEWORK: CONCEPTUAL UNDERSTANDING (PART-2)	13 - 25
3.	FORMATION OF A COMPANY	26 - 40
4.	CLASSIFICATION OF COMPANIES(PART-1)	41 - 55
5.	CLASSIFICATION OF COMPANIES(PART-2)	56 - 72
6.	MEMORANDUM OF ASSOCIATION	73 - 95
<b>BLOCK-II</b>		
7.	ARTICLES OF ASSOCIATION	96 - 114
8.	RESTRICTIVE AND UNFAIR TRADE PRACTICE'S	115 - 134
9.	TRANSFER AND TRANSMISSION OF SHARES	135 - 149
10.	NATIONAL COMPANY LAW TRIBUNAL	150 - 163
<b>BLOCK-III</b>		
11.	APPOINTMENT AND MEETINGS OF DIRECTORS (PART-1)	164 - 175
12.	APPOINTMENT AND MEETINGS OF DIRECTORS (PART 2)	176 - 190
13.	MEETINGS OF SHAREHOLDERS	191 - 212
<b>BLOCK-IV</b>		
14.	MODES OF WINDING UP OF COMPANIES (PART-1)	213 - 221
15.	MODES OF WINDING UP OF COMPANIES (PART-2)	222 - 235
16.	ONE PERSON COMPANY (OPC)	236 - 248
17.	CORPORATE SOCIAL RESPONSIBILITY	249 - 261
<b>BLOCK-V</b>		
18.	COMPANY AUDIT	262 - 272
19.	RIGHTS OF AN AUDITOR & AUDIT REPORT	273 - 289
20.	PROVISION RELATING TO DIVIDEND & BOOKS OF ACCOUNTS	290 - 303

# **UNIT-1**

## **CORPORATE LEGAL FRAMEWORK: CONCEPTUAL UNDERSTANDING (Part-1)**

### **STRUCTURE**

- 1.1 INTRODUCTION
- 1.2 LEARNING OBJECTIVES
- 1.3 THE CONCEPT OF LEGAL FRAMEWORK AND DIFFERENT FORMS OF ORGANIZATION
  - 1.3.1 MEANING OF A COMPANY
  - 1.3.2 ORIGIN AND PRESENT STATE OF THE CORPORATE LEGAL FRAMEWORK
  - 1.3.3 OBJECTIVES OF EXPERT COMMITTEE ON CORPORATE LEGAL FRAMEWORK
  - 1.3.4 OUTCOME OF FORMING EXPERT COMMITTEE
  - 1.3.5 CHARACTERISTICS OF A COMPANY
- SELF CHECK EXERCISE
- 1.4 SUMMARY
- 1.5 GLOSSARY
- 1.6 ANSWERS TO SELF-CHECK EXERCISE
- 1.7 SUGGESTED READINGS
- 1.8 TERMINAL QUESTIONS

### **1.1 INTRODUCTION**

Company law in India refers to the legal framework that governs the formation, operation, and regulation of companies registered in India. The primary legislation regulating companies in India is the Companies Act, which was first enacted in 1956 and has since undergone several amendments to adapt to changing business environments and international best practices. The latest major overhaul of company law in India came with the Companies Act, 2013, which replaced the erstwhile Companies Act, 1956.

### **1.2 LEARNING OBJECTIVES**

After studying this lesson, you should be able to:

- Understand the meaning of a company

**B.Com. 2<sup>nd</sup> Year**

**COURSE- BC2.2**

# **INCOME TAX LAW AND PRACTICES**

**UNIT: 1-20**

**By: Prof. O.P. Verma  
Mr. Amit Kumar**



**Centre for Distance and Online Education (CDOE)  
Himachal Pradesh University  
Gyan Path, Summer Hill, Shimla-171005**



## CONTENTS

UNIT	CONTENTS	PAGE NO.
<b>BLOCK-1</b>		
UNIT -1	Introduction: Income Tax Slabs	1-16
UNIT -2	Taxation: Conceptual Framework	17-31
UNIT -3	Income Tax: An Overview	32-42
UNIT -4	Residential Status And Incidence Of Tax (Part -1)	43-54
UNIT -5	Residential Status And Incidence Of Tax (Part -2)	55-66
<b>BLOCK-2</b>		
UNIT -6	Income From Salary (Part-1)	67-80
UNIT -7	Income From Salary (Part-2)	81-94
UNIT -8	Income From House Property	95-115
<b>BLOCK-3</b>		
UNIT -9	Income From Business And Profession	116-132
UNIT -10	Capital Gains (Part-1)	133-145
UNIT -11	Capital Gains (Part-2)	146-157
UNIT -12	Income From Other Sources	158-172
<b>BLOCK-4</b>		
UNIT -13	Clubbing Of Income & Set-Off And Carry Forward Of Losses Structure (Part-1)	173-184
UNIT -14	Clubbing Of Income & Set-Off And Carry Forward Of Losses Structure (Part-2)	185-198
UNIT -15	Assessment Of Individual Assessee: Total Income And Deduction (Part-1)	199-210
UNIT -16	Assessment Of Individual Assessee: Total Income And Deduction (Part-2)	211-224
UNIT -17	Assessment Of Firm: Total Income And Tax Liabilities (Part 1)	225-237
UNIT -18	Assessment Of Firm: Total Income And Tax Liabilities (Part 2)	238-250
UNIT -19	Procedure Of E-Filing Of Income Return (Part-1)	251-261
UNIT -20	Procedure Of E-Filing Of Income Return (Part-2)	262-274

# **UNIT- 1**

## **INTRODUCTION: INCOME TAX SLABS**

### **Structure**

1.1 Introduction

1.2 Learning Objectives

1.3 Personal Income Tax Rates, Health And Education Cess, Standard Deduction And Change In The Corporate Taxation, Normal Tax Rates Applicable To An Individual, Normal Tax Rates Applicable To Every Aop/Boi/Artificial Juridical Person

Self Check Exercise-1

1.4 Normal Tax Rates Applicable To A Firm, Normal Tax Rates Applicable To A Domestic Company, Normal Tax Rates Applicable To A Foreign Company, Normal Tax Rates Applicable To A Cooperative Societies, Normal Tax Rates Applicable To Local Authorities

Self Check Exercise-2

1.5 Summary

1.6 Glossary

1.7 Answers To Self Check Exercises

1.8 Suggested Readings

1.9 Terminal Questions

### **1.1 INTRODUCTION**

Budget 2023-24 has proposed changes in the income tax slabs and rates for FY 2023-24. However, cess has been increased to 4 per cent from 3 percent across the board for taxpayers from the 2021. Under this tax structure, income is categorized into different groups and the criteria for grouping are the amount of income. Each such group is known as Tax Slab. Tax is charged at different rates on the range of income falling under different tax slabs. On 1st Feb 2023, Finance Minister of India presented the Union Budget 2023-24 in the Parliament.

**B.Com. 2<sup>nd</sup> Year**

**COURSE- BC2.3**

# **COMPUTER APPLICATIONS IN BUSINESS**

**UNIT: 1-14**

**By: Prof. Anita Ganpati  
Miss Rekha Kumari**



**Centre for Distance and Online Education (CDOE)  
Himachal Pradesh University  
Gyan Path, Summer Hill, Shimla-171005**

# CONTENT

UNITS	TITILE	PAGE NO.
<b>BLOCK-I</b>		
UNIT-1	Word Processor-I	1 – 12
UNIT-2	Word Processor-II	13 – 27
UNIT-3	Word Processor-III	28 - 44
UNIT-4	Word Processor-IV	45 - 67
<b>BLOCK -II</b>		
UNIT-5	PowerPoint -I	68 – 81
UNIT-6	PowerPoint -II	82 – 92
UNIT-7	PowerPoint -III	93 – 105
<b>BLOCK -III</b>		
UNIT-8	Excel –I	106 - 121
UNIT-9	Excel –II	122 – 133
UNIT-10	Excel –III	134 – 157
UNIT-11	Excel –IV	158 – 171
<b>BLOCK -IV</b>		
UNIT-12	Creating Business Spreadsheet-I	172 – 184
UNIT-13	Creating Business Spreadsheet-II	185 – 199
UNIT-14	Creating Business Spreadsheet-III	200 - 214

### Word Processor-I

#### Structure

- 1.1 Introduction
- 1.2 Learning Objectives
- 1.3 Features of Word Processor

Self-check Exercise-1

- 1.4 Uses of Word Processor

Self-check Exercise-2

- 1.5 Microsoft Word 2007

Self-check Exercise-3

- 1.6 *Launching Word 2007*

Self-check Exercise-4

- 1.7 Summary
- 1.8 Glossary
- 1.9 Answers to self-check Exercises
- 1.10 Suggested Readings
- 1.11 Terminal Questions

#### 1.1 Introduction to Word Processor

A word processor can be defined as a computer program that provides for the manipulation of text and can be used for writing documents, inserting, changing words or paragraphs and printing documents.

**B.Com. 2<sup>nd</sup> Year**

**COURSE- BC2.4**

# **CORPORATE ACCOUNTING**

**UNIT: 1-20**

**By: Prof. Kuldeep Kumar Attri  
Mr. Rajesh Kumar**



**Centre for Distance and Online Education (CDOE)  
Himachal Pradesh University  
Gyan Path, Summer Hill, Shimla-171005**

# CONTENT

UNIT	TITLE	PAGE NO.
1.	INTRODUCTION TO THE COMPANY AND SHARE CAPITAL	1 – 9
2.	ISSUE OF SHARE CAPITAL	10 - 25
3.	FORFEITURE AND REISSUE OF SHARES (Part -1)	26 – 37
4.	PRACTICALS OF FORFEITURE AND REISSUE OF SHARES (PART-2)	38 - 49
5.	INTRODUCTION AND ISSUE OF DEBENTURES (THEORETICAL PART)	50 - 62
6.	INTRODUCTION AND ISSUE OF DEBENTURES(PRACTICALS)	63 - 78
7.	REDEMPTION OF DEBENTURES (PART-1)	79 - 92
8.	REDEMPTION OF DEBENTURES	93 - 104
9.	FINAL ACCOUNTS OF THE COMPANY (INTRODUCTORY PART)	105 - 117
10.	FINAL ACCOUNTS OF COMPANY	118 - 131
11.	VALUATION OF GOODWILL	132 - 151
12.	VALUATION OF SHARES	152 - 164
13.	AMALGAMATION OF COMPANIES (PART-1)	165 - 177
14.	ACCOUNTING TREATMENT OF AMALGAMATION OF COMPANIES (PART-2)	178 - 200
15.	INTERNAL RECONSTRUCTION OF COMPANIES	201 - 213
16.	ACCOUNTING OF HOLDING COMPANIES (Part-1)	214 - 227
17.	ACCOUNTING OF HOLDING COMPANIES (Part-2)	228 - 238
18.	BANKING COMPANIES	239 - 259
19.	CASH FLOW STATEMENT (Part-1)	260 - 270
20.	CASH FLOW STATEMENT(Part-2)	271 - 288

# UNIT-1

## INTRODUCTION TO THE COMPANY AND SHARE CAPITAL

### Structure

- 1.1 Introduction
- 1.2 Learning Objectives
- 1.3 Features Of A Company
  - 1.3.1 Kinds Of Companies
  - 1.3.2 Types Of Shares
  - 1.3.3 Issue Of Shares
  - 1.3.4 Minimum Subscription
- Self-Check Exercise
- 1.4 Summary
- 1.5 Glossary
- 1.6 Answers To Self-Check Exercise
- 1.7 Suggested Readings
- 1.8 Terminal Questions

### 1.1 Introduction

The third step in the evolution of organizational forms is the business form. The majority of the shareholders, who are the true owners of the business, give it money. However, it is neither feasible nor deemed ideal for all of them to be involved in the administration of the business. As a result, they choose a board of trustees to act as their agent in running the business. In actuality, the 2013 Companies Act's rules control every aspect of the company's operations. A company is defined as a business that has been established or registered under the 2013 Companies Act or any of the previous Companies Acts. According to Chief Justice Marshal, "a company is a person, artificial, invisible, intangible and existing only in the eyes of law. Being a mere creation of law, it possesses only those properties which the charter of its creation confers upon it, either expressly or as incidental to its very existence".



**B.Com. 2<sup>nd</sup> Year**

**COURSE- BC2.5**

# **COST ACCOUNTING**

**UNIT: 1-20**

**By: Dr. Vikrant Saklani  
Dr. Anoop Kumar**



**Centre for Distance and Online Education (CDOE)  
Himachal Pradesh University  
Gyan Path, Summer Hill, Shimla-171005**

# CONTENT

UNIT	TITLE	PAGE NO.
<b>BLOCK-I</b>		
1.	COST ACCOUNTING-AN INTRODUCTION	1-23
2.	CLASSIFICATION OF COST	24-36
3.	COST COMPONENTS	37-48
<b>BLOCK-II</b>		
4.	OUTPUT COSTING & UNIT COSTING	49-61
5.	MATERIAL CONTROL & ITS TECHNIQUES	62-76
6.	INVENTORY CONTROL & STORE KEEPING	77-88
7.	MATERIAL ISSUES VALUATION METHODS	89-104
<b>BLOCK-III</b>		
8.	LABOUR COST & LABOUR TURNOVER	105-115
9.	LABOUR COST TURNOVER VALUATION METHODS	116-127
10.	LABOUR COST & WAGES PAYMENT SYSTEMS	128-140
<b>BLOCK-IV</b>		
11.	OVERHEADS CLASSIFICATION, COLLECTION AND CODIFICATION	142-152
12.	FACTORY OVERHEADS: ALLOCATION, APPORTIONMENT AND ABSORPTION	153-167
13.	OPERATING COSTING OR SERVICE COSTING	168-182
14.	STANDARD COSTING	183-197
15.	JOB & BATCH COSTING	198-209
<b>BLOCK-V</b>		
16.	CONTRACT COSTING	210-224
17.	PROCESS COSTING- THEORETICAL FRAMEWORK	225-236
18.	PROCESS COSTING- PRACTICAL'S (PART-1)	237-254
19.	PROCESS COSTING- PRACTICAL'S (PART-2)	255-264
20.	ANALYSIS OF VARIANCES	265-289

# UNIT-1

## **COST ACCOUNTING-AN INTRODUCTION**

### STRUCTURE:

1.1 Introduction

1.2 Learning Objectives

1.3 Evolution Of Cost Accounting

1.3.1 Meaning Of Costing, Cost Accounting And Cost Accountancy

1.3.2 Scope Of Cost Accounting

1.3.3 Objectives Of Cost Accounting

1.3.4 Nature Of Cost Accounting

1.3.5 Importance Of Cost Accounting

1.3.6 Advantages Of Cost Accounting

Self-Check Exercise-1

1.4 Limitations Of Cost Accounting System

1.4.1 Cost Accounting Vs. Financial Accounting

1.4.2 Limitations Of Financial Accounting/Need Of Cost Accounting

1.4.3 Cost Accounting And Management Accounting

1.4.4 Principles Of Cost Accounting

1.4.5 Installation Of Costing System

1.4.6 Essential Of A Good Costing System

1.4.7 Methods Of Costing

1.4.8 Techniques Of Costing

Self-Check Exercise-2

1.5 Summary

1.6 Glossary

1.7 Answers To Self-Check Exercises

1.8 Suggested Readings

1.9 Terminal Questions

**B.Com. 2<sup>nd</sup> Year**

**COURSE- BC2.6**

# **E-COMMERCE**

**UNIT: 1-15**

**By: Prof. Aman Kumar Sharma  
Miss Rekha Kumari**



**Centre for Distance and Online Education (CDOE)  
Himachal Pradesh University  
Gyan Path, Summer Hill, Shimla-171005**

# CONTENT

UNITS	TITILE	PAGE NO.
<b>BLOCK-I</b>		
UNIT-1	INTRODUCTION TO E-COMMERCE	1 - 12
UNIT-2	BUSINESS MODELS IN E-COMMERCE	13 - 24
UNIT-3	ELECTRONIC COMMERCE TECHNOLOGY	25 - 39
<b>BLOCK -II</b>		
UNIT-4	E-COMMERCE SECURITY	40 - 52
UNIT-5	INFORMATION TECHNOLOGY ACT, 2000	53 - 63
UNIT-6	ATTRIBUTION, ACKNOWLEDGMENT AND DISPATCH OF ELECTRONIC RECORDS	64 - 75
UNIT-7	DIGITAL SIGNATURE CERTIFICATES	76 - 100
<b>BLOCK -III</b>		
UNIT-8	ELECTRONIC PAYMENT SYSTEM	101 - 117
UNIT-9	E-BANKING	118 - 132
UNIT-10	E-COMMERCE ENCRYPTION	133 - 147
<b>BLOCK -IV</b>		
UNIT-11	ONLINE BUSINESS TRANSACTIONS	148 - 158
UNIT-12	E-TAILING	159 - 176
UNIT-13	ONLINE SHOPPING	177 - 190
UNIT-14	ONLINE SHOPPING-II	191 - 199
UNIT-15	HTML	200 - 226

# **UNIT-1**

## **INTRODUCTION TO E-COMMERCE**

### **STRUCTURE**

- 1.1 INTRODUCTION
- 1.2 LEARNING OBJECTIVES
- 1.3 ELECTRONIC COMMERCE
  - SELF-CHECK EXERCISE-1
- 1.4 TYPES OF E-COMMERCE
  - SELF-CHECK EXERCISE-2
- 1.5 FEATURES OF E COMMERCE
  - SELF-CHECK EXERCISE-3
- 1.6 ADVANTAGES OF E COMMERCE
  - SELF-CHECK EXERCISE-4
- 1.7 BENEFITS OF E-COMMERCE
  - SELF-CHECK EXERCISE-5
- 1.8 DISADVANTAGES OF E-COMMERCE
  - 1.8.1 FUTURE SCOPE AND GROWTH
    - SELF-CHECK EXERCISE-6
- 1.9 SUMMARY
- 1.10 GLOSSARY
- 1.11 ANSWERS TO SELF-CHECK EXERCISE
- 1.12 SUGGESTED READINGS
- 1.13 TERMINAL QUESTIONS

### **1.1 INTRODUCTION**

Virtual buying and selling of goods is E-commerce. Placing orders for items with the use of computers and later making payments using computers is related to E-commerce. E-commerce is conducting business online. Selling goods and / or buying goods electronically using software programs. Web sites exist that run the main functions of an