

3. Personnel and Human Resources Management – P. Subha Rao – Himalaya Publishing House.

CC 103 Accountancy - I

Unit	Particulars	Marks
Unit - 1	Consignment	25%
Unit - 2	Branch Accounts.(excluding Foreign Branch)	25%
Unit - 3	Insurance Claims: Claims for loss or stock & fixed assets; claim for profit or consequential loss.	25%
Unit - 4	Accounts from Incomplete Records: Conversion Method only (Use of ratios to find out missing data is not expected)	25%

Recommended Reading :

1. Grewal's Accounting : M.P. Gupta & B. M. Agrwal. S. Chand & Company Ltd.
2. Corporate Accounting : Dr. B. C. Tulsian. S. Chand & Company Ltd.
3. Non Corporate Accounting : Dr. P. C. Tulsian S. Chand & Company Ltd.
4. Financial Accounting and Analysis : P. Premchand Babu on Madan Mohan, Himalaya Publication.
5. Financial Accounting : Dr. Sharda Gangwar, D. K. Gangwar, Himalaya Publication.
6. Problems & Solutions in Advanced Accounting : Arulanandan Raman & Sunivasan, Himalaya Publication.
7. Financial Accounting : Dr. S. N. Maheshwari, Dr. S. K. Maheshwari, Vikas Publication House Pvt. Ltd.
8. Problems & Solutions in Advanced Accounting Vol. I & II : Dr. S. N. Maheshwari, Dr. S. K. Maheshwari, Vikas Publication House Pvt. Ltd.

CC 104 Communications In Business

Unit	Topic
01	1. Introduction to Communication. 2. Definition of Communication 3. Forms of Communication.
02	1. Process of Communication 2. Objectives of Communication