

BHAKTA KAVI NARSINH MEHTA UNIVERSITY, JUNAGADH



FACULTY OF COMMERCE SYLLABUS FOR B. COM. [CBCS PROGRAMME]

(BASED ON UGC-CBCS-2015 GUIDELINES)

SEMESTER -3

(FOR REGULAR CANDIDATES)

Effective from JUNE – 2019

BKNM UNIVERSITY
GOVT.POLYTECHNIC CAMPUS, BILKHA ROAD, KHADIYA
JUNAGADH-362263.
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Sr. No.	Type	Name of the Subject	Pg. No.
1	Core	English Language - 3	4
2	Core	Macro Economics	8
3	Core	Corporate Accounting - 1	10
4	Core	Cost Accounting - 1	12
5	Core	Income Tax Law and Practice - 1	15
6	Core	Business Communication - 1	17
7	Elective	Accounting - 3	19
		Business Management - 3	21
		Banking & Finance - 3	24
		Computer Science - 3	26
		Advance Statistics - 3	28
		Co-operation - 3	30

B.COM. SEMESTER – 3

1	Core	English Language - 3
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Name of the Course: **Foundation Course in English (III)**
Course credit: **03**
Teaching Hours: **45 (Hours)**
Total marks: **100**

Teaching Scheme		Examination Scheme		
Credit	Semester Work Load	Internal	External	Total
03	45 Periods	30	70	100

Objectives:

- To initiate the students into learning of English language in interactive, learner friendly manner
- To expose the students to key concepts of different grammatical forms as well as various aspects of language
- To acquire proficiency in English by developing their writing, reading and communicative skills
- To make the students aware about the Indian culture and civilization through prescribed text.
- text.

Unit	Content	No. of Lectures
1	Grammar: <ul style="list-style-type: none">• Degrees of Comparison• Synonyms and Antonyms (Text based)• Affixes• Phrasal Verbs (list included)	13
2	Composition: <ul style="list-style-type: none">• Official Letter• Comprehension	13
3	Text : Colours of Life-A text for College Students (Section-I)	19
Total Lectures		45

Text: Colours of Life- A text for College Students (Section-One) Board of Editors, McMillan

(Titles: Prose: 1. The Happy Prince by Oscar Wilde, 2. I am Hungry by Richard Wright, 3. Letter to John D Johnston, 4. My Grandmother by Khushwant Singh, 5. My Greatest Olympic Prize by Jesse Owens.)

External Examination Paper Style

Question No.	Details	Options	Marks
1 A	Degrees of Comparison	5/7	05
1 B	Synonyms and Antonyms (Objective Types of Questions)	5/7	05
1 C	Affixes (Objective Types of Questions)	5/7	05
1 D	Phrasal Verbs	5/7	05
2 A	Official Letter	1/2	10
2 B	Comprehension	1/1	10
3 A	Answer in one line each (Text)	6/8	06
3 B	Short answer questions (Text)	3/5	09
4	Short Notes / Long questions	2/4	15

Recommended Reading:

- *Murphy's English Grammar*. Cambridge University Press.
- Thomson and Martinet. *A Practical English Grammar*, (4th edition). Oxford University Press.
- Redman, Stuart. 1997, *English Vocabulary in Use : Pre-intermediate and Intermediate*. Cambridge University Press.
- Jones Daniel. *English Pronouncing Dictionary*, Cambridge University Press.

Phrases and Meanings with Examples

1. Back out- withdraw from a commitment (ફરી જવું)
Example: If you back out, we will never come with you.
2. Bear with- be patient or tolerant) સહનશીલતા રાખવી(
Example: Students should bear with their classmates,
3. Blow over- disappear gradually) વિખેરાવું(
Example: The pain of your leg will blow over
4. Blow up- Explode) ફાટવું(
Example: The car blew up near the Petrol-pump.
5. Break out- Begin suddenly and sometimes violently) અચાનક ચાલુ થવું(
Example: He broke out shouting
6. Call in- Summon to enter) બોલાવવું(
Example: The nurse called in the next patient
7. Call on- pay a visit to somebody(મુલાકાત લેવી)
Example: He's planning to call on Katherine today
8. Carry away- take away) બચાવી લેવું(
Example: I was carried away from the dangerous site.
9. Carry on- keep continue action) પ્રવૃત્તિ ચાલુ રાખવી(
Example: Everyone should carry on their exercise in the morning.
10. Cast aside- throw or feel free) મુક્ત રહેવું(
Example: Please cast aside your all worries.

11. Come across- meet or find by chance(પસાર થવું)
Example: We came across the city.
12. Drop in- call informally) અનોઉપચારિક બોલાવવું
Example: My friend dropped in me suddenly on Sunday.
13. Drop off- fall a sleep) સુઈ જવું(
Example: Many students drop off in the class.
14. Drop out- abandon or leave(છોડી દેવું)
Example: Drop out ratio in engineering field is larger this year.
15. Fall back - move or turn back(પાછું ફરવું)
Example: The rival fell back into a defensive position.
16. Fall in- break down, collapse) ભાંગી પડવું(
Example: Building fell in during the earthquake.
17. Fall out- come off, follow) પડવું(ખરવું ,
Example: My grandfather's hair fell out.
18. Fall through- fail) પડી ભાંગવું(
Example: The project fell through due to money crisis.
19. Fall to- become the duty or responsibility of(જવાબદારી બનવી)
Example: It fell to me to complete the assignment before deadline.
20. Fall under- to be influenced or affected by(પ્રભાવિત થવું)
Example: He has fallen under suspicion.
21. Get at- bother, worry) ચિતિત રહેવું(
Example: She got at about her final exam.
22. Get on- perform or make progress in a specified way(ચઢવું ,વધવું)
Example: How are you getting on?
23. Get into- enter, come in) પ્રવેશ કરવો(
Example: The bus got into the area of University.
24. Get through- to reach a destination (મંજિલ સુધી પહોચવું)
Example: I finally got through this homework assignment.
25. Go out- get out, leave) બહાર જવું(
Example: Everyone should go out of their routine life for change.
26. Go off- Run away) ભાગી જવું(નાસી જવું ,
Example: Thief has just gone off after noticing public.
27. Keep away- prevent) રોકવું(
Example: Keep away this medicine from children.
28. Keep on- continue) સતત ચાલુ રાખવું(
Example: Leader ordered workers to keep on working till late night.
29. Keep up- maintain, preserve) સાચવવું(
Example: One should keep up their efforts to get success.
30. Knock down- reduce) ઘટાડવું(
Example: This year, salary of Private company employees may knock down.
31. Lay in- keep) રાખવું(
Example: Books should be laid in properly on shelves.

32. Look for- search for) શોધવું(
Example: I am looking for my old friend in the party.
33. Look forward to- wait, see) રાહ જોવી(મળવાની ઈચ્છા રાખવી ,
Example: Applicant is looking forward to receive offer letter.
34. Look into- check out, investigate) તપાસ કરવી(
Example: Scientists look into this subject for better result.
35. Play upon- act, play) રમવું(રમત કરવી ,
Example: “Don’t play upon feelings of farmers.” Said Strike leader
36. Put up with- bear) સહન કરવું(
Example: How can we put up with rude person?
37. Run off – leave, abandon) છોડી દેવું(
Example: Husband cannot run off his wife in critical time.
38. Stand by- hold, wait) રાહ જોવી(
Example: Please stand by here.
39. Set out- begin, commence) ચાલુ થવું(
Example: Time-table for IPL is set out.
40. Set up- arrange, start) ચાલુ કરવું(
Example: Library is set up for public.

B.COM. SEMESTER – 3

2	Core	Macro economics
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Name of the Course: **Macro Economics**
 Course credit: **03**
 Teaching Hours: **45 (Hours)**
 Total marks: **100**

Objectives:

This Course aims at making students aware of functioning of monetary theories, prevailing banking system in India and macro level stability.

Unit	Content	No. of Lectures
1	<p>MONEY</p> <ul style="list-style-type: none"> - Meaning, Definitions and Functions of money - Different Component of money - Meaning of each component and its changing relating significance <p>QUANTITY THEORY OF MONEY (THEORIES OF VALUE OF MONEY)</p> <ul style="list-style-type: none"> - Definitions and clarification of quantity theory of money. - Assumptions – conditions. - Characteristics of quantity theory of money. - Clarification of quantity theory of money with the help of Equation. <ul style="list-style-type: none"> (1) Fisher’s Equation. (2) Cambridge Equation 	13
2	<p>INDIAN BANKING SYSTEM:</p> <ul style="list-style-type: none"> - Definitions of banks and types of banks - Commercial banks ; Meaning, Definitions and Functions(traditional and nontraditional Functions) - Credit creation process of banks - Reserve Bank of India (R.B.I.) <p>Functions of R.B.I., Instruments of credit control by R.B.I.(A) Repo rate (B) Reverse Repo rate (C) SLR</p>	12
3	<p>KEYNESIAN THEORY -1:</p> <ul style="list-style-type: none"> - Aggregate Demand meaning, determining factor of aggregate demand - Consumption function Consumption expenditure, determining factor, Consumption function, Average propensity to consume and saving, Marginal propensity to consume to saving 	10
4	<p>KEYNESIAN THEORY -2:</p> <ul style="list-style-type: none"> - Marginal efficiency of capital 	10

	<ul style="list-style-type: none"> - Meaning, Factors affecting to Marginal efficiency of capital, Relationship between Marginal efficiency of capital and rate of interest. - Employment theory <ul style="list-style-type: none"> ➤ Concept of Multiplier ➤ Employment theory of Keynes 	
Total Lectures		45

Important instructions for paper setter –

Set University examination question paper for regular candidates as per the following instruction:

UNIVERSITY EXAMINATION		
(Que. No. 1 to 4 are compulsory for regular students candidates)		
Sr. No.	Particulars	Marks
1	QUESTION - 1 (From Unit 1) (OR) QUESTION - 1 (From Unit 1)	20
2	QUESTION - 2 (From Unit 2) (OR) QUESTION - 2 (From Unit 2)	20
3	QUESTION - 3 (From Unit 3) (OR) QUESTION - 3 (From Unit 3)	15
4	QUESTION - 4 (From Unit 4) (OR) QUESTION - 4 (From Unit 4)	15
Total Marks for Regular Students		70

Reference Books:

1. An Outline of Money - G. Crowther
2. Money - D. H. Robertson
3. Economics of Money and Banking - G. N. Halm
4. Economics - F. Benham
5. Modern Banking - R. S. Sayers
6. Central Banking - De Cocke
7. The Economics of Money and Banking - Chandler
8. Monetary Theory - M. C. Vaish
9. Money Market Operations in India - Sengupta&Agarwal
10. Monetary Planning in India - S. B. Gupta
11. Reserve Bank of India : Functions and Working
12. Indian Financial System - H. R. Machhirajo
13. Indian Financial Policy - S. S. Tarapor
14. Financial Markets - Robinson&Rightsman

Note: Latest edition of the reference books should be used.

B.COM. SEMESTER – 3

3	Core	Corporate Accounting - 1
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Name of the Course: **Corporate Accounting - 1**
 Course credit: **03**
 Teaching Hours: **45 (Hours)**
 Total marks: **100**

Objectives:

To provide basic knowledge & skills to the students about Corporate Accounting principles and practices

Unit	Content	No. of Lectures
1	FINAL ACCOUNTS OF COMPANY: [As per New Provisions of Companies Act-2013] <ul style="list-style-type: none"> - Introduction - Meaning -Legal framework- Companies Act-2013 - Various schedules for Financial Statements as per Companies Act-2013 - Accounting adjustments relating to Final accounts of company - Depreciation-Provisions for taxation-Allocations and Dividends - Practical Questions (Vertical) 	12
2	REDEMPTION OF REDEEMABLE PREFERENCE SHARES: <ul style="list-style-type: none"> - Introduction–Meaning-exception to rule, can't purchase its' own shares - Provisions of Companies Act-2013 for redemption of preference shares <ul style="list-style-type: none"> ➤ Section 55, 63, 69 Capital Redemption Reserve, Bonus Share etc. - Accounting treatment : Journal ledger entries and Vertical Balance sheet - Practical Questions 	11
3	CAPITAL REDUCTIONS [INTERNAL RECONSTRUCTION]: <ul style="list-style-type: none"> - Introduction and Meaning and Methods of Capital Reduction - Difference between Internal and External Reconstruction - Accounting Entries : Capital Reduction A/C and Vertical Balance sheet - Surrender of Shares - Practical Questions 	11

4	VOLUNTARY LIQUIDATION OF COMPANY: <ul style="list-style-type: none"> - Introduction-Meaning - modes of winding up - Legal guideline of Company Act-2013 - Disbursement of liquidator - Liquidator's Final Statement of Account - Allocation of Capital Deficiency Practical Questions	11
Total Lectures		45

Important instructions for paper setter –

Set University examination question paper for regular candidates as per the following instruction:

UNIVERSITY EXAMINATION		
(Que. No. 1 to 4 are compulsory for regular students candidates)		
Sr. No.	Particulars	Marks
1	PRACTICAL QUE - 1 (From Unit 1) (OR) PRACTICAL QUE - 1 (From Unit 1)	20
2	PRACTICAL QUE - 2 (From Unit 2) (OR) PRACTICAL QUE - 2 (From Unit 2)	20
3	PRACTICAL QUE - 3 (From Unit 3) (OR) PRACTICAL QUE - 3 (From Unit 3)	15
4	PRACTICAL QUE - 4 (From Unit 4) (OR) THEORY QUE - 4 (From Unit 4)	15
Total Marks for Regular Students		70

Suggested Readings and Reference Books:

1. Amitabha Mukherjee and Mohammed Hanif; Modern Accounting
2. Ashok Sehagal - Deepak Sehagal; Advanced Accounting (Taxmann Allied Services-Delhi)
3. Dr. R.K. Sharma and Dr. R.S. Popli; Accountancy (Self Tutor),
4. Dr.B.M.Agrawal and Dr. M.P. Gupta; Advanced Accounting,
5. M.C.Shukla and T.S.Grewal; Advanced Accounts, (Sultan Chand & Sons, Delhi)
6. Narayan Swamy; Financial Accounting, (Prentice Hall India, New Delhi)
7. Negis R. F; Financial Accounting: (Tata McGraw Hill, New Delhi)
8. P. C. Tulsian Financial Accounting: (Tata McGraw Hill, New Delhi)
9. R. L. Gupta &M. Radhaswamy; Company Accounts: (Sultan Chand & Sons-New Delhi)
10. R.S.N. Pillai, Bhagawathi, S.Uma; Practical Accounting: (S. Chand & Co. New Delhi)
11. S. Daver; Accounting Standards: (Taxmann Allied Services,(P) Ltd; New Delhi)
12. S. N. Maheshwari; Corporate Accounting: (Vikas Pulishing house Pvt. Ltd. New Delhi)
13. S.P. Jain &K. L. Narang; Company Accounts: (Kalyani Publishers, New Delhi)
14. Sanjeev Singhal; Accounting Standards: (Bharat Law House Pvt. Ltd; New Delhi)
15. Shukla M.C. & T.S.Grawal; Advanced Accountancy: (Sultan Chand &sons, New Delhi)

Note: Latest edition of the reference books should be used.

	<p>of Labour Cost</p> <ul style="list-style-type: none"> - Labour Turnover - Wage Systems (Accounting and Control of Labour Cost) <ul style="list-style-type: none"> ➤ Essentials of Wage System ➤ Traditional Wage Systems ➤ Progressive - Incentive Wage Systems - Practical Questions 	
3	<p>OVERHEADS:</p> <ul style="list-style-type: none"> - Introduction-General Principles for overheads - Classification of Overheads: <ul style="list-style-type: none"> 1) Functional 2) Element wise and 3) Behaviour wise - Absorption [Recovery] of overheads (Including Practical Questions) <ul style="list-style-type: none"> ➤ Apportionment of Overheads over Various Departments ➤ Re-Apportionment of Service Department Cost to Production Departments ➤ Allocation of overheads (Excluding Practical Questions of Machine Hour Rate) ➤ Over-Absorption and Under-Absorption of Overheads - Practical Questions 	11
4	<p>PROCESS COSTING:</p> <ul style="list-style-type: none"> - Introduction- Meaning and Features of Process Costing - Process Loss and Wastage-Joint-Products and By-Products <p>Practical Questions</p>	12
Total Lectures		45

Important instructions for paper setter –

Set University examination question paper for regular candidates as per the following instruction:

UNIVERSITY EXAMINATION		
(Que. No. 1 to 4 are compulsory for regular students candidates)		
Sr. No.	Particulars	Marks
1	PRACTICAL QUE - 1 (From Unit 4) (OR) PRACTICAL QUE - 1 (From Unit 4)	20
2	PRACTICAL QUE - 2 (From Unit 3) (OR) PRACTICAL QUE - 2 (From Unit 3)	20
3	PRACTICAL QUE - 3 (From Unit 2) (OR) THEORY QUE - 3 (From Unit 2)	15
4	PRACTICAL QUE - 4 (From Unit 1) (OR) THEORY QUE - 4 (From Unit 1)	15
	Total Marks for Regular Students	70

Suggested Reading and Reference Books:

1. Cost Accounting – Principles and Practice, by Arora, M.N. Vikas Publishing House, New Delhi
2. Cost Accounting by Rajiv Goel, International Book House
3. Cost Accounting by S.P. Iyenger (S. Chand & Sons)
4. Cost Accounting Singh, Surender, Scholar Tech Press, New Delhi.
5. Cost Accounting, by Jawahar Lal, McGraw Hill Education
6. Cost Accounting: A Managerial Emphasis, by Charles T. Horngren, Srikant M. Datar, Madhav V. Rajan, Pearson Education.
7. Cost Accounting: Principles and Practice by Nigam, B.M. Lall and I.C. Jain, PHI Learning
8. Cost Accounting: Theory and Problems, Maheshwari, S.N. and S.N. Mittal. Shri Mahavir Book Depot, New Delhi
9. Costing-Methods and Techniques, by S.P. Jain & K.L. Narang (Kalyani Publishers)
10. Fundamentals of Cost Accounting H.V. Jhamb, Ane Books Pvt. Ltd
11. Practical Costing by Khanna, Pandey, Ahuja, Arora (S. Chand & Sons)
12. Practical Costing by P.C. Tulsian (Vikas Publishing House Pvt. Ltd)
13. Theory and Problems in Cost Accounting by M.Y. Khan, P.K. Jain (Tata McGraw Hill Pub.)

Note: Latest edition of the reference books should be used.

B.COM. SEMESTER – 3

5	Core	Income Tax Law and Practice - 1
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Name of the Course: **Income Tax Law and Practice - 1**
 Course credit: **03**
 Teaching Hours: **45 (Hours)**
 Total marks: **100**

Objectives:

To provide basic knowledge and equip students with application of principles and provisions of Income-tax Act, 1961 and the relevant Rules

Unit	Content	No. of Lectures
1	INTRODUCTION TO INCOME TAX ACT 1961 AND BASIC CONCEPTS: - - Basic Concept of Direct Tax and Indirect Tax - Introduction to Income Tax Act - Basic concepts of: <ul style="list-style-type: none"> ➤ Person ➤ Assessee ➤ Income ➤ Heads of Income ➤ Slab Rates for Individual ➤ Previous year ➤ Assessment year RESIDENTIAL STATUS AND INCOMES EXEMPTED FROM TAX: <ul style="list-style-type: none"> ➤ Introduction ➤ Scope of Total Income ➤ Residential status ➤ Exempted Income under section 10 <ul style="list-style-type: none"> ➤ Practical Problem of Residential Status and Scope of Total Income 	12
2	INCOME TAX COMPUTATION UNDER THE HEADS-SALARY: - Introduction - Income under the head “Salary” Computation of income tax under the head of salary	11
3	INCOME TAX COMPUTATION UNDER THE HEADS-HOUSE PROPERTY: - Introduction - Income under the head “House Property” Computation of income tax under the head of House Property	12

4	INCOME TAX COMPUTATION UNDER THE HEAD-BUSINESS OR PROFESSION: <ul style="list-style-type: none"> ➤ Introduction ➤ Income under the head “Business or Profession” ➤ Computation of income under the head of Business or Profession 	11
Total Lectures		45

Important instructions for paper setter –

Set University examination question paper for regular candidates as per the following instruction:

UNIVERSITY EXAMINATION		
(Que. No. 1 to 4 are compulsory for regular students candidates)		
Sr. No.	Particulars	Marks
1	PRACTICAL QUE - 1 (From Unit 4) (OR) PRACTICAL QUE - 1 (From Unit 4)	20
2	PRACTICAL QUE - 2 (From Unit 2) (OR) PRACTICAL QUE - 2 (From Unit 2)	20
3	QUESTION - 3 (From Unit 3) (OR) QUESTION - 3 (From Unit 3)	15
4	PRACTICAL QUESTION - 4 (From Unit 1) (OR) THEORY QUESTION - 4 (From Unit 1)	15
Total Marks for Regular Students		70

Suggested Readings and Reference Books:

1. Singhania, Vinod K. and Monica Singhania: Students' Guide to Income Tax University Edition, Taxmann Publications Pvt. Ltd., New Delhi.
2. Ahuja, Girish and Ravi Gupta : Systematic Approach to Income Tax Bharat, Law House, Delhi
3. V.K.Singhaniya & Monica Singhaniya - Publication-Taxmann
4. Journals- 'Income Tax Reports' Company Law Institute of India Pvt. Ltd. Chennai
5. Journals- 'Taxman' Taxman Allied Services Pvt. Ltd., New Delhi
6. Journals- 'Current Tax Reporter' Jodhpur
7. Taxation. T.N. Manoharan & G.R. Hari, Snowwhite publications

Note: Latest edition of text books and Software may be used.

B.COM. SEMESTER – 3

6	Core	Business Communication - 1
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Name of the Course: **Business Communication - 1**
Course credit: **03**
Teaching Hours: **45 (Hours)**
Total marks: **100**

Objectives:

- To make the students aware about business communication
- To initiate the students into learning of English language in interactive, learner friendly manner
- To expose the students to key concepts of different grammatical forms as well as various aspects of language
- To acquire proficiency in English by developing their writing, reading and communicative skills
- To make the students aware about the Indian culture and civilization through prescribed text.

Unit	Content	No. of Lectures
1	Communication: Meaning and Explanation <ul style="list-style-type: none">• Definition and meaning of Communication• Process of Communication• Barriers to Communication and steps to overcome	13
2	Basic Forms of Communication <ul style="list-style-type: none">• Verbal Communication• Non-Verbal Communication	12
3	Layout of a Business Letter <ul style="list-style-type: none">• Outward appearance of a business letter• Inward structure of a business letter• Essential qualities of a business letter	10
4	Business Letters <ul style="list-style-type: none">• Letters of Inquiries and Quotations• Letters of Orders and Executions	10
Total Lectures		45

External Examination Paper Style

Question No.	Details	Options	Marks
1	Unit-1 : Long questions-answers	1/2	15
2	Unit-2 : Short Notes	2/4	20
3	Unit-3 : Long questions-answers	1/2	15
4A	Unit-4 : Letters of Inquiry and Quotation	1/2	10
4 B	Unit-4 : Letters of Order and Execution	1/2	10

Recommended Reading:

- *Communication Skills* by Meenakshi Raman and Sangeeta Sharma, Oxford University Press, 2009.
- *Technical Communication: Principles and Practice* by Meenakshi Raman and Sangeeta Sharma, Oxford University Press, 2009.
- *Business Communication: Basic Concepts and Skills* by J. P. Parikh et. al.; Orient BlackSwan.
- *Business Communication* by Rajesh Vishwanathan, Himalaya Publishers
- *Business Communication and Report Writing* by R. C. Sharma and Krishna Mohan, Tata McGraw-Hill Publishing Company Ltd, 2006.

Note: Latest Editions of the above books may be used.

B.COM. SEMESTER – 3

7	Elective - 1	Accounting - 3
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Name of the Course: **Accounting - 3**
 Course credit: **03**
 Teaching Hours: **45 (Hours)**
 Total marks: **100**

Objectives:

The objective of this paper is to help students to acquire conceptual knowledge of the Accounting and to impart skills for recording various kinds of business transactions.

Unit	Content	No. of Lectures
1	VALUATION OF GOODWILL: <ul style="list-style-type: none"> - Introduction - Meaning- Characteristics-Need of valuation - Alertness for Factors leading to Goodwill and its' valuation - Accounting treatment of goodwill - Methods for valuation of goodwill - Practical Questions 	11
2	ACCOUNTS OF GENERAL INSURANCE COMPANY: <ul style="list-style-type: none"> - Introduction – Meaning-Types of Insurance - IRDA and Insurance management [Including main Accounting Provisions of Insurance Act- 1938, 1956, 1972, 1993 and amendments onwards and Companies Act - 2013) - Practical Questions <p style="text-align: center;">(Relating to prepare only Vertical Revenue Statement-Scheduled Format)</p> <ul style="list-style-type: none"> - Only Brief introduction of vertical format of Profit & Loss Accounts And Vertical General Balance sheet excluding practical problems 	12
3	OPERATING COSTING OF ROAD TRANSPORTATION: <ul style="list-style-type: none"> - Introduction - Meaning and Characteristics - Unit of operating cost - Operating Costing of Transportation - Road Transportation unit cost - Statement of Operating Cost: Items and Pro-forma - Practical Questions relating to Road Transportation 	11
4	PROFIT PRIOR TO AND AFTER INCORPORATION OF COMPANY:	11

	<ul style="list-style-type: none"> - Introduction - Meaning –Legal requirements - Time Ratio and Sales Ratio –calculation and explanation - Basis of Allocation proportion–ratio for income and expenditure items to ascertain profit or loss prior to incorporation and after Incorporation. - Practical Questions 	
Total Lectures		45

Important instruction for paper setter –

Set University examination question paper as per the following instruction:

UNIVERSITY EXAMINATION		
(Que. No. 1 to 4 are compulsory for regular students candidates)		
Sr. No.	Particulars	Marks
1	PRACTICAL QUE - 1 (From Unit 4) (OR) PRACTICAL QUE - 1 (From Unit 4)	20
2	PRACTICAL QUE - 2 (From Unit 2) (OR) PRACTICAL QUE - 2 (From Unit 2)	20
3	PRACTICAL QUE - 3 (From Unit 1) (OR) PRACTICAL QUE - 3 (From Unit 1)	15
4	PRACTICAL QUE - 4 (From Unit 3) (OR) PRACTICAL QUE - 4 (From Unit 3)	15
Total Marks for Regular Students		70

Suggested Readings and Reference Books:

1. Amitabha Mukherjee and Mohammed Hanif; Modern Accounting,
2. Ashok Sehagal Deepak Sehagal; Advanced Accounting (Taxmann Allied Services, Delhi)
3. Cost Accounting by S.P. Iyenger (S. Chand & Sons)
4. Costing-Methods and Techniques, by S.P. Jain & K.L. Narang (Kalyani Publishers)
5. Dr. R.K. Sharma and Dr. R.S. Popli; Accountancy (Self Tutor),
6. Dr.B.M.Agrawal and Dr. M.P.Gupta; Advanced Accounting,
7. Gupta and Gupta; Principles and Practice of Accounting, (Sultan Chand & Sons, Delhi)
8. M.C.Shukla and T.S.Grewal; Advanced Accounts, (Sultan Chand & Sons, Delhi)
9. Narayan Swamy; Financial Accounting, (Prentice Hall India, New Delhi)
10. P.C. Tulsian; Financial Accounting, (Tata McGraw Hill Publishing Co., New Delhi)
11. Practical Costing by Khanna, Pandey, Ahuja, Arora (S. Chand & Sons)
12. Practical Costing by P.C. Tulsian (Vikas Publishing House Pvt. Ltd)
13. R.S.N Pillai, Bhagawathi, S.Uma; Practical Accounting (S. Chand & Co. New Delhi)
14. Robert N Anthony, David Hawkins, Kenneth A. Merchant, *Accounting: Text and Cases.* McGraw-Hill Education

Note: Latest Editions of the above books may be used.

B.COM. SEMESTER – 3

7	Elective - 2	Business Management - 3 [Office Management]
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Name of the Course: **Business Management - 3 [Office Management]**
 Course credit: **03**
 Teaching Hours: **45 (Hours)**
 Total marks: **100**

Objectives:

The purpose of this course is to familiarize the students with the activities in a modern office and facilities provided to the staff working in the office, the working environment and the tools and equipment used in office.

Unit	Content	No. of Lectures
1	INTRODUCTION TO OFFICE AND OFFICE MANAGEMENT: <ul style="list-style-type: none"> ▪ Introduction ▪ Meaning of Office and Office Management ▪ Official Activities and Office Functions ▪ Primary, Administrative and Management Functions ▪ Objectives and Importance of Office Management ▪ Office Organization ▪ Office Manager – Qualifications and Qualities ▪ Authorities, Powers of the Office Manager ▪ Role or Functions of office Manager 	12
2	FILING AND INDEXING: <ul style="list-style-type: none"> - Introduction-Meaning and Purposes of Filing - Importance and Essentials of good Filing - Centralized Vs. Decentralized Filing Arrangements - System of Classification and Sorting - Methods of filing - Filing Equipment – Weeding of old records - Meaning and Need for Indexing - Various types of Indexing - Importance and Essentials of good Indexing 	11
3	MODERN OFFICE EQUIPMENT AND OFFICE AUTOMATION: <ul style="list-style-type: none"> - Introduction-Meaning and importance of office automation - Objectives of office mechanization 	11

	<ul style="list-style-type: none"> - Advantages and Disadvantages - Factors determining office mechanization - Kind of office machines:- <ul style="list-style-type: none"> ➤ Personal computers ➤ Photocopier ➤ Fax ➤ Telephone ➤ Mobile ➤ Tele Answering Machine ➤ Detecting machines ➤ Close Circuit TV ➤ Audio Visual Aids 	
4	<p>BANKING FACILITIES:</p> <ul style="list-style-type: none"> ▪ Introduction- Need and Importance of banking facilities ▪ Types of accounts ▪ Banking Transactions ▪ Passbook and Cheque books and Other forms used in Banks ▪ ATM and Money transfer options ▪ Introduction to Internet banking: Concept of Net Banking, Payment Gateway, and E-wallets 	11
Total Lectures		45

Important instructions for paper setter –

Set University examination question paper for regular candidates as per the following instruction:

UNIVERSITY EXAMINATION		
(Que. No. 1 to 4 are compulsory for regular students candidates)		
Sr. No.	Particulars	Marks
1	QUESTION - 1 (From Unit 1) (OR) QUESTION - 1 (From Unit 1)	20
2	QUESTION - 2 (From Unit 2) (OR) QUESTION - 2 (From Unit 2)	20
3	QUESTION - 3 (From Unit 3) (OR) QUESTION - 3 (From Unit 3)	15
4	QUESTION - 4 (From Unit 4) (OR) QUESTION - 4 (From Unit 4)	15
Total Marks for Regular Students		70

Suggested Readings and Reference Books:

1. Bhatia, R.C. Principles of Office Management, Lotus Press, New Delhi.
2. Duggal, B: Office Management and Commercial Correspondence, Kitab Mahal.
3. Ghosh, Evam Aggarwal: Karyalaya Prabandh, Sultan Chand & Sons.
4. Leffingwell and Robbinson: Text book of Office Management, Tata McGraw-Hill.
5. Terry, George R: Office Management and Control.

Note: Latest Editions of the above books may be used.

B.COM. SEMESTER – 3

7	Elective - 3	Banking & Finance- 3
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Name of the Course: **Banking & Finance – 3**
Course credit: **03**
Teaching Hours: **45 (Hours)**
Total marks: **100**

Objectives:-

- To learn about Indian Banking System (Structure)
- To aware about some basic mechanism of banking

Unit	Content	No. of Lectures
1	INTRODUCTION TO NEW BANKING INSTITUTIONS: <ul style="list-style-type: none">- Payment Banks- Small Finance Banks- MUDRA Bank- Mahila Bank	15
2	DEVELOPMENT PLANS OF BANK. <ul style="list-style-type: none">- Introduction Merchant travelling banking <ul style="list-style-type: none">- Deposit insurance scheme- Mutual funds- Modernization in Banking sector- NBFCs- Development of NBFCs- Extent of online banking	10
3	BANK FINANCE <ul style="list-style-type: none">-Meaning and Objectives of finance)-Types of finance in reference of Securities-Different types of Securities-Government and stock exchange securities-Land and Building-Documents of Goods and Entitle of goods-Life Insurance Policy-Debtors-Fixed Deposits	10
4	BANKING REGULATION ACT 1949 Meaning and Objectives. Provisions of Banking regulation Act	10

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Total Lectures		45

Important instructions for paper setter –

Set University examination question paper for regular candidates as per the following instruction:

UNIVERSITY EXAMINATION		
(Que. No. 1 to 4 are compulsory for regular students candidates)		
Sr. No.	Particulars	Marks
1	QUESTION - 1 (From Unit 1) (OR) QUESTION - 1 (From Unit 1)	20
2	QUESTION - 2 (From Unit 2) (OR) QUESTION - 2 (From Unit 2)	20
3	QUESTION - 3 (From Unit 3) (OR) QUESTION - 3 (From Unit 3)	15
4	QUESTION - 4 (From Unit 4) (OR) QUESTION - 4 (From Unit 4)	15
Total Marks for Regular Students		70

Suggested Readings and Reference Books:

1. Practice and Law of Banking – G. S. Gill
2. Banking : Law and Practice – P. N. Varshney
3. Banking : Law and Practice in India – Tannan
4. Banking : Law and practice in India – Maheshwari
5. Banking and Financial system – Vasant Desai
6. Fundamentals of Banking – Dr.R. S. S. Swami
7. Bank Management By Vasant Desai –Himalaya Publication
8. Bank and Institutional Management By Vasant Desai – Himalaya Publication
9. Microfinance – Dr. R. J. Yadav , Paradise Publication, Jaipur.
10. Aantarrashtriya Banking ane Nibandho – Dr. R. J. Yadav

Note: Latest Editions of the above books may be used.

B.COM. SEMESTER – 3

7	Elective - 4	Computer Science – 3 Application Development Using Visual Basic – Part – 01
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Name of the Course : **Computer Science – 3**

Application Development Using Visual Basic – Part – 01

Course credit : **05**

Teaching Hours : **Theory: 45 (Hours) + Practical: 60 (Hours)**

Total marks : **100**

Distribution of Marks : **50 Marks semester end theory examination**

30 Marks semesters end practical examination

20 Marks Internal assessments of theory (Unit : 1 to 4) (CCA)

Objectives:

To impart information technology related skills to the students

Unit No. 1 to 4 -> Theory of 70 Marks and Unit No. 5 -> Practical of 30 Marks

Unit	Content
1	INTRODUCTION TO VISUAL BASIC AND WORKING WITH BASIC CONTROLS
	Visual Basic project, Visual Basic programming environment and naming objects, text Box, Command Button, List Box, Combo Box, Option Button, Check Box, Frame, Timer, Scroll Bars, Label, Form, Drive list box, Directory list box, File list box, Picture, Image, Shape.
2	PROPERTIES FOR (BASIC CONTROLS) CONTROLS
	Name, Appearance, alignment, Auto size, Back color, Back Style, Border Style, Caption, Cancel, Default, Enable, Font, Height, Width, Top, Left, Locked, Min, Value, Max Button, Min Button, Max
3	OTHER PROPERTIES
	Max Length, Multi Select, Multi Line, Password Character, Interval, Style, Tab Index, Tab Stop, Visible, Word Wrap, Window State, SelLenth, SelStart, SelText, Picture, Down Picture, Disable Picture, List, List Count, List Index, Text, Image, Icon, Fore Color, Index, Sorted, Print
4	EVENTS AND METHODS FOR RELEVANT CONTROLS
	Click, Change, DbClick, Key down ,Key Up, Key Press, Mouse Down, Mouse Up, Mouse Move, Load, Got Focus, Lost Focus, Activate, Timer, Scroll, Initialize, Paint, Activate, Resize, Unload, Deactivate, Show, Hide, Z Order, Add Item, Remove Item, Clear, Set Focus, Move
5	PRACTICAL
	(Practical Exercise of Unit 1 To 4)

Theory Question Paper Style

No.	Particulars	Marks
1	QUESTION - 1 (From Unit 1) (OR) QUESTION - 1 (From Unit 1)	14
2	QUESTION - 2 (From Unit 2) (OR) QUESTION - 2 (From Unit 2)	12
3	QUESTION - 3 (From Unit 3) (OR) QUESTION - 3 (From Unit 3)	12
4	QUESTION - 4 (From Unit 4) (OR) QUESTION - 4 (From Unit 4)	12
	Total Marks :	50

Credit:

- 1 lecture = 1 hour = 1 credit and 2 practical = 2 hours = 1 credit
- Total 45 hours of theory teaching work per semester and additional 60 hours of practical per semester.
- Theory 3 Hours/week = 3 credits and additional practical 4 hours/week = 2 credits.
- Total credit is 5.

Examination:

- Theory Examination - Total marks 70 (50 marks of university examination and 20 marks of internal). University examination: 2 Hours
- Practical Examination - Total Marks 30 (No Internal Marks).University Examination : 2 Hours

Passing Standard:

- Student must obtain minimum 40% marks in theory and practical both
- Theory: Minimum 40% (minimum 20 marks in University examination and minimum 8 marks in internal)
- Practical: Minimum 40% (Minimum 12 marks in University examination)

Suggested Readings and Reference Books:

- Successful Projects in Visual Basic - D. Christopher - BPB
- Mastering in Visual Basic - BPB
- Programming in Visual Basic (Peter Norton)

Note: Latest Editions of the above books may be used.

B.COM. SEMESTER – 3

7	Elective - 5	Advance Statistics - 3
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Name of the Course: **Advance Statistics - 3**
Course credit: **03**
Teaching Hours: **45 (Hours)**
Total marks: **100**

Objectives:

The purpose of this course is to familiarize the students with the fundamentals of personal selling and the selling process. They will be able to understand selling as a career and what it takes to be a successful salesman.

Unit	Content	No. of Lectures
1	DISCRETE PROBABILITY DISTRIBUTION: <ul style="list-style-type: none">- Negative binomial distribution & Geometric distribution.- Properties (without proof)- Importance of distribution- Simple examples	12
2	HYPER GEOMETRIC DISTRIBUTION & NORMAL DISTRIBUTION: <ul style="list-style-type: none">- Probability function of hyper geometric distribution- Properties (without proof)- Examples to find probability by using hyper geometric distribution- Probability function of normal distribution- Uses of Normal distribution- Properties (without proof)- Examples based on Normal distribution	13
3	CONTROL CHARTS: <ul style="list-style-type: none">- Quality & quality control- Variation in quality- Theory of run & theory of control charts- Control chart for variable<ul style="list-style-type: none">➤ Average chart (\bar{x})➤ R chart- Control limits of \bar{x} and R charts (statement only)- Examples based on industrial data.- Control charts for Attributes<ul style="list-style-type: none">➤ P chart, np chart, C chart (for constant sample size only)➤ Examples based on industrial data- Difference between variable charts and attributes chart	10

4	THEORY OF ESTIMATION: <ul style="list-style-type: none"> - Population and population size - Sample and sample size - Sampling and sampling method - Main objects of sampling - Parameters and statistics - Sampling distribution, central limit theorem - Standard Error and its uses - Meaning of statistical inference - Point estimation and interval estimation - How to determine sample size. Examples	10
Total Lectures		45

Important instructions for paper setter –

Set University examination question paper for regular candidates as per the following instruction:

UNIVERSITY EXAMINATION		
(Que. No. 1 to 4 are compulsory for regular students candidates)		
Sr. No.	Particulars	Marks
1	QUESTION - 1 (From Unit 1) (OR) QUESTION - 1 (From Unit 1)	20
2	QUESTION - 2 (From Unit 2) (OR) QUESTION - 2 (From Unit 2)	20
3	QUESTION - 3 (From Unit 3) (OR) QUESTION - 3 (From Unit 3)	15
4	QUESTION - 4 (From Unit 4) (OR) QUESTION - 4 (From Unit 4)	15
Total Marks for Regular Students		70

Suggested Readings and Reference Books:

1. Statistics By D.S.Sancheti and V.K. Kapoor.
2. Applied Statistics By V.K. Kapoor and S.C. Gupta
3. Fundamental of Mathematics and Statistics By V.K. Kapoor and S.C. Gupta
4. Fundamental of Statistics By S.C. Srivastava and Sangya srivastav
5. Practical Statistics By S.C. Gupta
6. Statistical Methods By S.P. Gupta

Note: Latest Editions of the above books may be used.

B.COM. SEMESTER – 3

7	Elective - 6	Co-operation - 3 (Co-Operation and other Forms of Organizations)
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Name of the Course:	Co-operation - 3 (Co-Operation and other Forms of Organizations)
Course credit:	03
Teaching Hours:	45 (Hours)
Total marks:	100

Objectives:

The objective of the course is to provide the basic knowledge of co-operative activities

Unit	Content	No. of Lectures
1	CO-OPERATIVE EDUCATION AND TRAINING	12
2	COMPARISON WITH OTHER FORMS OF ORGANIZATIONS: <ul style="list-style-type: none">- Co-operation and capitalism- Co-operation and socialism- Co-operation and communism- Co-operation and partnership- Co-operation and Joint stock company	11
3	Financial Management of Co-operative society Co-operation in community Development and Panchayat Raj	11
4	Co-operation and state-Aid, Achievements and Limitations of co-operation	11
Total Lectures		45

Important instructions for paper setter –

Set University examination question paper for regular candidates as per the following instruction:

UNIVERSITY EXAMINATION		
(Que. No. 1 to 4 are compulsory for regular students candidates)		
Sr. No.	Particulars	Marks
1	QUESTION - 1 (From Unit 1) (OR) QUESTION - 1 (From Unit 1)	20
2	QUESTION - 2 (From Unit 2) (OR) QUESTION - 2 (From Unit 2)	20
3	QUESTION - 3 (From Unit 3) (OR) QUESTION - 3 (From Unit 3)	15
4	QUESTION - 4 (From Unit 4) (OR) QUESTION - 4 (From Unit 4)	15
	Total Marks for Regular Students	70

Suggested Readings and Reference Books:

1. The Gujarat Co-operative Societies Act. 1961
2. H Calvert : Law and Principles of Co-operation
3. L. S. Shastri : Law and Practice of Co-operative Societies in India
4. R. D. Bedi : Theory History and Practice of Co-operation
5. S. K. Gupte : Co-operative Societies, Act and Rules of Gujarat
6. Jacaues. Co-operative Book-keeping (3 volumes)
7. Co-operative Societies Act - 1904 & 1912
8. Co-operative societies Manual - Bombay

Note: Latest Editions of the above books may be used.