

GUJARAT UNIVERSITY
SEMESTER : 05 (COMMERCE)(2019-2020)
SYLLABUS FOR UG B. COM ALL SEMESTERS ECONOMICS
NEW SYLLABUS FOR THE SEMESTER – 03 (CORE)
COMMERCE
PAPER -105(CORE)
ECONOMICS (PROBLEMS OF INDIAN ECONOMY -01)

1. CONCEPT OF PLANNING - STRATEGY OF PLANNING IN INDIA – ACHIEVEMENTS AND LIMITATIONS OF PLANNING – LESSONS OF PLANNING IN INDIA
2. ECONOMIC REFORMS IN INDIA – INDUSTRIAL AND AGRICULTURAL POLICIES IN INDIA – TECHNOLOGICAL POLICY IN INDIA
3. CONSTITUTIONAL PROVISIONS OF FEDERAL FINANCE – ISSUES IN CENTRAL-STATE FINANCE RELATIONS - LAST FINANCE COMMISSION’S REPORT
4. PROBLEM OF PRICE-RISE IN INDIA – CAUSES – EFFECTS – REMEDIES

GUJARAT UNIVERSITY

SEMESTER : 06(COMMERCE) (2019-2020)

SYLLABUS FOR UG B. COM ALL SEMESTERS ECONOMICS

NEW SYLLABUS FOR THE SEMESTER – 06 (CORE)

ECONOMICS (PROBLEMS OF INDIAN ECONOMY (02)

PAPER -106 (CORE)

1. QUANTUM, COMPOSITION AND DIRECTION OF FOREIGN TRADE – TRADE POLICIES – EXPORT PROMOTION POLICY – IMPORT SUBSTITUTION POLICY
2. WORKING OF COMMERCIAL BANKS, THEIR PROBLEMS AND PRIVATE BANKS
3. OBJECTIVES AND INSTRUMENTS OF MONETARY POLICY OF RESERVE BANK OF INDIA AND IT'S EVALUATION
4. CHARACTERISTICS OF INDIAN TAX STRUCTURE – LIMITATIONS AND TAX REFORMS – PROBLEM OF BLACK MONEY AND DEMONATISATION

To be effective from Year 2017-2018

New Syllabus of Gujarat University for B. Com. **Semester - VI**

CC 310 STATISTICS – VI

Unit 1 : Testing of Hypothesis & Large Sample Test (25%)

Idea of Parameter and Statistic, Meaning of Statistical Hypothesis and its types, Standard error of statistics and its uses in testing of Hypothesis, Type-I and Type-II errors, Power of the test, Level of significance and Level of confidence, Critical region, One tailed test and two tailed test (Theoretical explanation only), Test of significance for mean, Test for difference between two means, Test for proportion of an Attribute, Test for difference of two proportions and sums related to standard error and above four tests only.

Unit 2 : Decision Theory (25%)

Meaning and importance of Decision theory, components of decision theory, different methods of taking decision, Maxi-Min Principle, Maxi-Max Principle, Laplace's Principle, Horwitz's Rule, EMV (Expected Monetary Value), EPPI and EVPI and sums related to above all.

Unit 3 : Game Theory (25%)

Meaning of game, two person zero sum game and its assumptions, Strategy and Pay-off matrix for two person zero sum game, saddle point, pure strategy, value of the game, mixed strategy, Dominance principle for solving the game without saddle point, reduction of $m \times n$ pay off matrix into 2×2 matrix using dominance principle and solving the game, simple sums of game theory problem with saddle point and without saddle point using dominance principle only.

Unit 4 : Matrix Algebra (25%)

Definition of matrix and different types of matrices, addition, subtraction and multiplication of matrices, determinant of square matrix (upto order of 3×3), Adjoint matrix, Inverse matrix of a square matrix (upto order 3×3), Solution of linear equations (Upto 3 Variables) with the help of inverse matrix and related examples.

Reference Books:

1. H.A.Taha, Operations. Research, Macmillan Publishing Co. Inc.
2. Vohra N.D, Quantitative Techniques in Management Tata McGraw Hill, New Delhi.
3. J.K.Sharma : O.R. Theory and Applications, Macmillan India Ltd.
4. Anderson, Sweeney, Williams, An Introduction to Management Science Quantitative Approach to Decision Making, Cengage Learning India Pvt. Ltd. New Delhi.
5. Barry Render, Ralph M. Stair, Michael E. Hanna, Quantitative Analysis for Management, Pearson Education(Singapore) Pte. Ltd.

HOURS: 3/WEEK

CREDIT: 3

EXAM HRS:3

1. Demand Analysis & Monopoly & Duopoly Problems: [25%]

2. Partial Derivatives and its applications: [25%]

3. Mathematics for Finance: [25%]

4. Curve Fitting: [25%]

Reference Books:

1. J. K. Sharma, Mathematics for Business and Economics, Asian Books Private Ltd.
2. S. C. Gupta, V. K. Kapoor, Fundamentals of Applied Statistics, Sultan Chand & sons, New Delhi.
3. David R. Anderson, Dennis J. Sweeney, Thomas A. Williams, Statistics For Business and Economics, South-Western Cengage Learning India Pvt. Ltd. New Delhi.
4. S.C. Gupta: “Fundamentals of Mathematica Statistics” S. Chand, New Delhi.
5. R. G. D. Allen, Mathematical Analysis for Ecomomists, Macmillan, New, York.

To be effective from Year 2017-2018

New Syllabus of Gujarat University for B. Com. **Semester – VI**

CE 304 B Statistics X

HOURS: 3/WEEK

CREDIT: 3

EXAM HRS:3

Objective: Student supposed to apply their theoretical knowledge to identify, analyze and solve any real life problem.

- A live project work using either primary data or secondary data should be undertaken. (Survey based project is preferred). The topics for the project are decided by the internal faculty by keeping the view that student should get an exposure to the techniques of data collection methods, statistical analysis, presenting the data and to derive proper conclusions related to the topic assignee to them in the project.
- Students can work in team of two or more. At the end, student should make a presentation and the submission of their findings of the project undertaken in dissertation form.
- For the internal marks are assigned by the internal faculty to the students on their regular follow ups, progress report and interest in the topic. The faculty is responsible to justify the marks.
- The external marks are given on the basis of presentation of the project by the students against internal and external faculties (an average of the marks assigned by both the faculties should be considered). The project dissertation carries 60% of marks and presentation carries remaining 40% of marks.

GUJARAT UNIVERSITY
T.Y.B.Com. – Semester : V
Sub : Business Laws – I
Course No : CC 303

Unit – 1	<u>Indian Contract Act - 1872</u> (1) Definition and Essentials of Contract (2) Types Of Contract (3) Competent Party (4) Free Consent
Unit – 2	<u>Indian Contract Act - 1872</u> (1) Consideration (2) Performance of Contract (3) Discharge of Contract & Rules for Compensation (4) Contingent Contract & Quasi Contract
Unit – 3	<u>Indirect Taxes</u> Central Excise Act - Customs Act : - Definition & Types
Unit - 4	<u>The Sale of Goods Act – 1930</u> (1) Definition : Sale & Agreement to Sell – Types of Goods (2) Conditions & Warranties (3) Sale by Non-owners (4) Unpaid seller

Reference Books :

- (1) **law of Contract and Specific Relief** – By : Avatar Singh
Published by : Eastern Book Company
- (2) **Elements of Mercantile Laws** – By : N.D. Kapoor
Published by : Sultan Chand & Sons

GUJARAT UNIVERSITY
T.Y.B.Com. – Semester : VI
Sub : Business Laws – II
Course No : CC 308

Unit – 1	<u>Special Contract</u> (1) Indemnity & Guarantee (2) Bailment & Pledge (3) Law of Agency : Meaning , Modes of creating Agency , Types of Agent , Personal liability of Agent and Termination of Agency
Unit – 2	<u>Indian Companies Act – 1956</u> (1) Definition and Characteristics (2) Private Company & Public Company (3) Memorandum of Association (4) Articles of Association (5) Prospectus (6) Directors : Qualifications , Disqualifications & Legal Position
Unit – 3	<u>Consumer Protection Act - 1986</u> (1) Definition (2) Consumer & Right of Consumer (3) Consumer Protection Councils (4) Redressal Agencies
Unit - 4	<u>Negotiable Instruments Act – 1881</u> (1) Meaning , Characteristics & Presumptions of Negotiable Instruments (2) Promissory Note (3) Bill of Exchange & Cheque (4) Holder & Holder in due course (5) Endorsements & Its Types

Reference Books :

- (1) **law of Contract Specific Relief** – By : Avatar Singh
Published by : Eastern Book Company
- (2) **Elements of Mercantile Laws** – By : N.D. Kapoor
Published by : Sultan Chand & Sons
- (3) **Introduction to Company Law** - By : Avatar Singh
Published by : Eastern Book Company

Gujarat University
B. Com. Programme

SEMESTER-I
COMMERCIAL COMMUNICATION-I

(With Effect from Academic Year 2017-2018)

UNIT- ONE
Understanding Communication

1. Communication: Introduction and Definitions
2. Objectives of Communication: (a) Information (b) Knowledge (c) Advice (d) Counselling (e) Motivation (f) Request (g) Complaint (h) Warning
3. Process of Communication
4. Feedback: Meaning and Types of Feedback
5. Communication through Listening: Difference between Listening & Hearing and Importance of Listening
6. Types of Listening: (a) Casual Listening (b) Passive Listening (c) Selective Listening (d) Active Listening (e) Intensive Listening

UNIT - TWO
E- Communication

1. E-communication: Meaning and Importance
2. E-communication: Various Forms
3. E-communication: Advantages and Limitations
4. E- commerce
5. E- banking
6. E- meetings: Advantages and Limitations
7. E- governance

UNIT- THREE

Communication for Employment

1. Guidelines for drafting an effective Job Application
2. Techniques for writing an effective Resume/CV
3. Drafting Job Application
4. Drafting Resume/CV
5. Tips for facing Interview

UNIT- FOUR

(A) Precis Writing

(B) Vocabulary

Frequently Confused Pairs of Words (*List is attached)

***List of Frequently Confused Pairs of Words**

- | | |
|---------------------------|----------------------------|
| 1. Aboard/Abroad | 26. Fare/Fair |
| 2. Accept/Except | 27. Foreword/Forward |
| 3. Access/Excess | 28. Heal/Heel |
| 4. Addition/Edition | 29. Hoard/Horde |
| 5. Advice/ Advise | 30. Industrial/Industrious |
| 6. Affect/Effect | 31. Judicial/Judicious |
| 7. Allusion / Illusion | 32. Lessen/Lesson |
| 8. Appraise/Apprise | 33. Marry/Merry |
| 9. Bail/Bale | 34. Minor/Miner |
| 10. Beside/Besides | 35. Minute/Minutes |
| 11. Boast/Boost | 36. Official/ Officious |
| 12. Carton/Cartoon | 37. Pail/Pale |
| 13. Caste /Cast | 38. Piece /Peace |
| 14. Check/Cheque | 39. Principal/Principle |
| 15. Cite/Site | 40. Role/Roll |
| 16. Coast/Cost | 41. Sever/Severe |
| 17. Complement/Compliment | 42. Slay /Sleigh |
| 18. Defer/Differ | 43. Sole/Soul |
| 19. Descent/Dissent | 44. Stationary/Stationery |
| 20. Die /Dye | 45. Suit/Suite |
| 21. Draft/Draught | 46. Tail/Tale |
| 22. Dual/Duel | 47. Teem/Team |
| 23. Elicit/Illicit | 48. Vacation/Vocation |
| 24. Eligible/Illegible | 49. Way/Weigh |
| 25. Facilitate/Felicitate | 50. Weather/Whether |

Gujarat University
B. Com. Programme
Structure of Question Paper
SEMESTER-I
COMMERCIAL COMMUNICATION-I
(With Effect from Academic Year 2017-2018)

Q-1. Essay Type Question (From Unit-1) (OR) Essay Type Question (From Unit-1)	14
Q-2. Short notes on any TWO : (Out of Four) (From Unit – 2)	14
Q-3. Essay Type Question (From Unit-3) (OR) Essay Type Question (From Unit-3)	14
Q-4 (A) Precis Writing (From Unit-4-A)	8
(B) Re-write the sentences using correct options: (Six Blanks from Vocabulary of Unit-4-B)	6
Q- 5. Do as directed: (From Unit-1 to 4) (A) Choose the correct option: (Four MCQs) (B) State whether the following statements are TRUE or FALSE: (Five sentences) (C) Match the following: (Five items)	14

Gujarat University
B. Com. Programme
SEMESTER-II
COMMERCIAL COMMUNICATION-II
(With Effect from Academic Year 2017-2018)

UNIT- ONE
Forms of Communication

1. Forms of Communication: Verbal and Non-verbal
2. Difference between Oral and Written Communication
3. Oral Communication: Advantages and Disadvantages (Limitations)
4. Written Communication: Advantages and Disadvantages (Limitations)
5. Non-verbal Communication: Advantages and Disadvantages (Limitations)

UNIT- TWO
Basics of Business Letter Writing

1. Physical Appearance of a Business Letter
2. Structure (Layout) of a Business Letter: Regular and Occasional parts
3. Seven Cs of Business Letter Writing

UNIT- THREE
Business Letters

1. Inquiry for goods
2. Reply to an inquiry
3. Placing an order
4. Execution of an order
5. Asking for an extension of time limit to execute the order
6. Offering substitute goods
7. Cancellation of an order (Reason: Delay in execution of order)

UNIT- FOUR
(A) E-mail Writing

- * Understanding the Basics of an E-mail (No Theory based questions will be asked. Only Objective Type questions and MCQs can be asked in Q-5.)
- * Writing Complaints and their Adjustments on the following situations through E-mail:
 1. Late delivery of goods
 2. Damaged goods
 3. Shortage in quantity of goods
 4. Rude behaviour of a salesperson

(B) Vocabulary

Words Commonly Used in Business Communication: (*List is attached)

***List of Words Commonly Used in Business Communication**

- | | |
|-----------------------|------------------------|
| 1. Agenda | 26. Gross |
| 2. At par | 27. Lease |
| 3. Backlog | 28. Liabilities |
| 4. Bankruptcy | 29. Lockout |
| 5. Beneficiary | 30. Margin |
| 6. Bill of Lading | 31. Minimum Wage |
| 7. Black Market | 32. Monopoly |
| 8. Breach of Contract | 33. Mortgage |
| 9. Budget | 34. Negotiable |
| 10. Bullion | 35. Patent |
| 11. Capital | 36. Petty cash |
| 12. Collateral | 37. Pledge |
| 13. Commission | 38. Power of Attorney |
| 14. Consignee | 39. Promissory Note |
| 15. Creditor | 40. Rebate |
| 16. Dead stock | 41. Recession |
| 17. Default | 42. Reimburse |
| 18. Deficit | 43. Revenue |
| 19. Disbursement | 44. Royalty |
| 20. Dock Receipt | 45. Subsidy |
| 21. Entrepreneur | 46. Surplus |
| 22. Exchange rate | 47. Syndicate |
| 23. Fiscal | 48. Trademark |
| 24. Franchise | 49. Volume of business |
| 25. Freight | 50. Waive |

Gujarat University
B. Com. Programme
Structure of Question Paper
SEMESTER-II
COMMERCIAL COMMUNICATION-II
(With Effect from Academic Year 2017-2018)

Q-1. Essay Type Question (From Unit-1)	14
(OR)	
Essay Type Question (From Unit-1)	
Q-2. (A) Short note on any ONE : (out of Two) - (From Unit – 2)	7
(B) Do as directed: (From Unit-2)	7
(Objective type questions having one mark for each item)	
Q-3. Drafting of Business Letter (From Unit- 3)	14
(OR)	
Drafting of Business Letter (From Unit- 3)	
Q-4. (A) E-mail Writing: Complaint [From Unit- 4 (A)]	8
(OR)	
E-mail Writing: Adjustment [From Unit- 4 (A)]	
(B) Match the following words:	6
[Six items from Vocabulary of Unit- 4 (B)]	
Q- 5. Do as directed: (From Unit-1 to 4)	14
(A) Choose the correct option: (Four MCQs)	
(B) State whether the following statements are TRUE or FALSE:	
(Five sentences)	
(C) Match the following: (Five items)	

**Gujarat University
B. Com. Programme**

SEMESTER-III

COMMERCIAL COMMUNICATION-III

(With Effect from Academic Year 2018-2019)

UNIT- ONE

Text

Colours of Life – (Section One)

Published by: Macmillan

UNIT- TWO

Soft Skills for Effective Communication

1. Business ethics and etiquettes
2. Netiquettes
3. Leadership qualities
4. Presentation skills
5. Time management
6. Negotiation skills

UNIT- THREE

Bank Correspondence

1. Stop payment of a cheque
2. Error in pass-book / Bank Statement
3. Wrongful dishonour of a cheque
4. Complaint about rude behaviour of a bank employee
5. Requesting bank's support for social welfare
6. Intimating the loss of a Debit Card / ATM Card / Credit Card
7. Transfer of a Bank Account

UNIT- FOUR

(A) Comprehension based on a commercial topic

(B) Vocabulary: One-word substitutes (*List is attached)

***List of One-word Substitutes**

- | | |
|------------------|-------------------|
| 1. Amicable | 26. Impossible |
| 2. Anonymous | 27. Inaudible |
| 3. Autobiography | 28. Incredible |
| 4. Bakery | 29. Inevitable |
| 5. Biography | 30. Invincible |
| 6. Contagious | 31. Irritable |
| 7. Contemporary | 32. Maiden |
| 8. Dialysis | 33. Manuscript |
| 9. Ecology | 34. Martyr |
| 10. Edible | 35. Meteorologist |
| 11. Emigrant | 36. Netiquette |
| 12. Equanimous | 37. Notorious |
| 13. Eternal | 38. Obsolete |
| 14. Extempore | 39. Octogenarian |
| 15. Fable | 40. Optimist |
| 16. Fatalist | 41. Ornithology |
| 17. Flexible | 42. Pessimist |
| 18. Glutton | 43. Pseudonym |
| 19. Gullible | 44. Smuggling |
| 20. Honorarium | 45. Teenager |
| 21. Hydrography | 46. Teetotaler |
| 22. Illegal | 47. Timid |
| 23. Illegible | 48. Unanimous |
| 24. Illiterate | 49. Vegetarian |
| 25. Immigrant | 50. Volunteer |

Gujarat University
B. Com. Programme

Structure of Question Paper
SEMESTER-III

COMMERCIAL COMMUNICATION-III
(With Effect from Academic Year 2018-2019)

- Q-1. (A) Answer any **FOUR** questions in brief: (out of six) (From Unit -1) 12
(B) State whether the following statements are TRUE or FALSE: 2
(Only **TWO** statements) (From Unit -1)
- Q-2. (A) Write a short note on any **ONE**: (out of three) (From Unit -1) 8
(B) Choose the appropriate options: (only **Six** MCQs) (From Unit -1) 6
- Q-3. Write short notes on any **TWO** of the following: (out of three) 14
(From Unit 2)
- Q-4. Bank Letter (From Unit – 3) 14
(OR)
Bank Letter (From Unit – 3)
- Q-5. (A) Comprehension (From Unit – 4- A) 8
(Four questions having Two Marks for each)
- (B) Match the following: (Six items) 6
(From Vocabulary of Unit – 4-B)

Gujarat University
B. Com. Programme

SEMESTER-IV

COMMERCIAL COMMUNICATION-IV
(With Effect from Academic Year 2018-2019)

UNIT- ONE

Text

Colours of Life – (Section Two)

Published by: Macmillan

UNIT- TWO

Corporate Social Responsibility Letters

(Written by an Individual)

1. Letter to an MNC to set up a Children Park
2. Letter to a Private Company requesting for donation to set up a Library for poor students
3. Letter to a Private University to sponsor the seminar for awareness of RTI Act
4. Letter to a Corporate Bank requesting to arrange a program for the awareness of Digital banking
5. Letter to a Corporate Hospital to organize a free medical check-up camp

UNIT- THREE

Agency Correspondence

1. Application for an agency
2. Offering terms and conditions of an agency
3. Negotiation for better terms and conditions at initial stage
4. Appointment of an agent
5. Reprimand for a decline in sales
6. Explanation for a decline in sales
7. Surrendering the agency
8. Termination of an agency

UNIT- FOUR
(A) Collection Letters

1. Notification: A polite intimation letter
2. Reminder letter
3. Strong Reminder letter
4. Letter warning for legal action
5. Letter thanking the customer for the Payment

(B) Vocabulary: Idioms and Phrasal Verbs (*List is attached)

***List of Idioms and Phrasal Verbs**

- | | |
|--------------------------------|----------------------------|
| 1. a blessing in disguise | 26. to abide by |
| 2. a hue and cry | 27. to break down |
| 3. all in all | 28. to break out |
| 4. as busy as a bee | 29. to bring up |
| 5. at the eleventh hour | 30. to call off |
| 6. at the spur of the moment | 31. to call on |
| 7. beat about the bush | 32. to care for |
| 8. born with a silver spoon | 33. to carry on |
| 9. by hook or by crook | 34. to carry over |
| 10. by leaps and bounds | 35. to cure of |
| 11. child's play | 36. to drop in |
| 12. fleet of foot | 37. to get along with |
| 13. hat trick | 38. to give up |
| 14. heaven knows | 39. to keep one's eyes on |
| 15. Himalayan task | 40. to lay down one's life |
| 16. ifs and buts | 41. to look into |
| 17. in a nutshell | 42. to make up |
| 18. keep it up | 43. to meddle with |
| 19. not be on speaking terms | 44. to pass away |
| 20. not one's cup of tea | 45. to put off |
| 21. now and then | 46. to put up with |
| 22. on the top of the world | 47. to set off |
| 23. sailing in the same boat | 48. to stand by |
| 24. the devil's advocate | 49. to take away |
| 25. the other side of the coin | 50. to take over |

Gujarat University
B. Com. Programme

Structure of Question Paper
SEMESTER-IV

COMMERCIAL COMMUNICATION - IV

(With Effect from Academic Year 2018-2019)

- Q-1. (A) Answer any **FOUR** questions in brief: (out of six) (From Unit-1) 12
(B) State whether the following statements are TRUE or FALSE: 2
(Only **TWO** statements) (From Unit-1)
- Q-2. (A) Write a short note on any **ONE**: (out of three) (From Unit-1) 8
(B) Choose the appropriate options: (only **Six** MCQs) (From Unit-1) 6
- Q-3. Corporate Social Responsibility Letter (From Unit-2) 14
(OR)
Corporate Social Responsibility Letter (From Unit-2)
- Q-4. Agent's Letter to the Principal (From Unit-3) 14
(OR)
Principal's Letter to an Agent (From Unit-3)
- Q-5. (A) Collection Letter (Unit-4 – A) 8
(OR)
Collection Letter (Unit-4 –A)
- (B) Match the following: (Six Items) 6
(Three Idioms and three Phrasal Verbs from of Unit - 4 – B)

Gujarat University
B. Com. Programme

SEMESTER - V

COMMERCIAL COMMUNICATION - V
(With Effect from Academic Year 2019-2020)

UNIT - ONE

Text

Petals of Life – (Section One)

Published by: Oxford University Press

UNIT – TWO

Press Reports

(A) Introduction to Mass Media

1. Introduction to Media: Print and Electronic
2. A brief review of the evolution of Indian Press
3. Press as a Fourth Estate: Its role and impact on society
4. Major News Agencies in India
5. Definition of News and News values
6. Structure of a Press Report
7. Features of a Press Report

N.B.: No Theory based questions will be asked from the above mentioned points. They are only for understanding of the Topic. They should be discussed in brief before the actual drafting of Press Reports.

(B) Drafting of Press Reports

1. Accidents:

- (i) A Serious Road Mishap (A Collision of Two Vehicles only)
- (ii) A Train Disaster (A Collision of Two Trains only)
- (iii) A Plane Crash
- (iv) A Boat Tragedy

2. Natural Calamities:

- (ii) An Earthquake
- (iii) A Tsunami
- (iv) A Devastating Flood
- (v) A Cyclonic Storm

3. Current Events:

(An Event that has greater news value and concerns larger sections of society)

UNIT – THREE
Insurance Correspondence
(Letters written to Insurance Companies only)

1. Soliciting information about a Life Insurance Policy
2. Inquiring about a Medical Insurance Policy
3. Asking for a loan against an existing Life Insurance Policy
4. Claiming full benefits due to death of the policy holder by the nominee
5. Claiming medical re-imbursement on the policy
6. Intimating the change of nomination
7. Asking for the surrender value of a life insurance policy

UNIT - FOUR
Cloze Test and Vocabulary
(A) Cloze Test

(Intermediate Level with Multiple Choices)

N. B.: The passage should be of about 200 words aiming at testing the students' intermediate level proficiency in language. The students are expected to write the answers only instead of reproducing the whole passage in the examination. A Specimen for Cloze Test is given herewith.

(B)Vocabulary: Foreign Words in Common Use

- | | | |
|----------------------------------|------------------------|---------------------|
| 1. Ad hoc (L) | 17. Ex-officio (L) | 34. Per contra (L) |
| 2. Ad interim (L) | 18. Ex-parte (L) | 35. Per diem (L) |
| 3. Alibi (L) | 19. Fait accompli (F) | 36. Prima facie (L) |
| 4. Bona fide (L) | 20. Front à front (F) | 37. Pro forma (L) |
| 5. Caveat emptor (L) | 21. Id est (i.e.) (L) | 38. Pro rata (L) |
| 6. Consensus (L) | 22. In camera (L) | 39. Proximo (L) |
| 7. Corrigendum (L) | 23. In toto (L) | 40. Senor (Sp) |
| 8. De facto (L) | 24. Intra vires (L) | 41. Senorita (Sp) |
| 9. De jure (L) | 25. Ipso facto (L) | 42. Sine die (L) |
| 10. Debris (F) | 26. Lacuna (L) | 43. Status quo (L) |
| 11. Emeritus (L) | 27. Locus standi (L) | 44. Sub- judice (L) |
| 12. En masse (F) | 28. Mala fide (F) | 45. Ultimo (L) |
| 13. En route (F) | 29. Modus operandi (L) | 46. Ultra vires (L) |
| 14. Eureka (Gk) | 30. Nota bene (L) | 47. Via media (L) |
| 15. Exempli gratia
(e.g.) (L) | 31. Per annum (L) | 48. Vice (L) |
| 16. Ex-gratia (L) | 32. Per capita (L) | 49. Vice versa (L) |
| | 33. Per centum (L) | 50. Viva voce (L) |

(L= Latin, F=French, Gk =Greek, Sp= Spanish)

A Specimen for Cloze Test

Q - Read the following passage and select the correct options:

Mahatma Gandhi (1) born in Gujarat and lived some years in England, (2) he studied law, and in South Africa, where he practised as a lawyer. He returned to India from South Africa to join the Freedom Movement against the British rule. Gandhi was one of those people who, from an early age, felt deeply about life and questioned its value. He wanted to know and experience life deeply. As he went through life, a pattern emerged and he was constantly searching for the answers to his questions. He called his (3) My Experiment with Truth. In fact, his (4) life was centred around the search for truth and how to put it into practice in one's daily life. In South Africa, he came across racial prejudices for the (5) time. Once, on a train journey to Pretoria, Gandhi was asked to (6) first class compartment even though he had a ticket for this. The White train conductor insisted (7) a non-white passenger could not travel in a first class compartment. But Gandhi refused to accept this. For this defiance, the conductor pushed him out of the train. It is said that this was one of the incidents that started him off on his search for justice.

- | | | |
|---------------------|---------------|-------------------|
| Blank 1 : (A) was | (B) has | (C) were |
| Blank 2 : (A) when | (B) where | (C) wherever |
| Blank 3 : (A) story | (B) biography | (C) autobiography |
| Blank 4 : (A) Part | (B) half | (C) whole |
| Blank 5 : (A) last | (B) first | (C) fast |
| Blank 6 : (A) leave | (B) stay | (C) live |
| Blank 7 : (A) these | (B) this | (C) that |

N.B.: The students are advised to write the answers in the following manner instead of reproducing the whole passage in the examination.

ANSWERS:

- Blank 1 : (A) was
Blank 2 : (B) where
Blank 3 : (C) autobiography
Blank 4 : (C) whole
Blank 5 : (B) first
Blank 6 : (A) leave
Blank 7 : (C) that

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Structure of Question Paper
SEMESTER - V
COMMERCIAL COMMUNICATION - V
(With Effect from Academic Year 2019-2020)

- Q-1. (A) Answer any **FOUR** questions in brief: (out of six) (From Unit-1) 12
- (B) State whether the following statements are TRUE or FALSE: 2
(Only **TWO** statements) (From Unit-1)
- Q-2. (A) Write a short note on any **ONE**: (out of three) (From Unit-1) 8
- (B) Choose the appropriate options: (only **Six** MCQs) (From Unit-1) 6
- Q-3. Write a press report on any **ONE**: (out of three) 14
- (1) One on accident (From Unit – 2 (B) - 1)
- (2) One on natural calamity (From Unit – 2 (B) - 2)
- (3) One on current event (From Unit – 2 (B) - 3)
- Q-4. A Letter from Insurance Correspondence (From Unit -3) 14
- OR**
- A Letter from Insurance Correspondence (From Unit-3)
- Q-5. (A) Read the following passage and select the correct options: 7
(Cloze Test – UNIT-4- (A) - Passage with **SEVEN** blanks, each carrying **ONE** mark – **THREE** Options must be given below the passage as mentioned in the specimen of Cloze Test)
- (B) Match the following: (Seven items) 7
(From Vocabulary of Unit- 4 – (B) only)

Gujarat University
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SEMESTER -VI
COMMERCIAL COMMUNICATION - VI
(With Effect from Academic Year 2019-2020)

UNIT - ONE

Text

Petals of Life – (Section Two)

Published by: Oxford University Press

UNIT - TWO

Import Export Correspondence

1. Introductory Letter of an Indian Exporter to an Overseas Importer
2. Letter of Inquiry from a Foreign Importer to an Indian Exporter
3. Reply of an Indian Exporter to an Inquiry of a Foreign Importer
4. Requesting the bank to open an irrevocable letter of credit
5. Intimation of an Indian Importer to an Exporter for the opening of an irrevocable letter of credit
6. Overseas Exporter's intimation regarding the shipment of goods

UNIT - THREE

Business Reports

(A) Individual Reports:

1. Opening a Sales Depot of the Company
2. Establishing a Welfare Centre for the Employees
3. Performance Appraisal of the Employees
4. A Fire Accident in the Factory

(B) Committee Reports:

1. Decline in Sales of a Company's products
2. Demands and Grievances of the Workers
3. Inspection of Branches
4. Taking over an Industrial Unit

UNIT - FOUR

Market Reports

(A) Comprehension of Stock Market Reports (Daily and Weekly)

N. B.: The passage should be of about 200 words aiming at testing the students' understanding of happenings of Stock Market. Only **FOUR** questions will be asked from the list of technical questions mentioned herewith. Each question will carry **TWO** marks.

List of Technical Questions

1. Explain the headline in simple English.
2. Which trend is indicated in the headline? Quote the word indicating the trend.
3. To which stock exchange the report is related?
4. Find out any two factors responsible for the present trend.
5. What type of a report is this? Quote the word indicating the type of a report.
6. Name the indices mentioned in the report.
7. Find out the previous closing of the following: (only TWO items will be given)
8. Mention any two scrips that do not follow the general trend.
9. Which scrip did not follow the general trend? Why?
10. Find out from the report any two **VERBS** denoting bullish trend.
11. Find out from the report any two **VERBS** denoting bearish trend.
12. What, according to the report, was the previous trend in the market?

(B) Vocabulary **Frequently Used Stock Market Terminology**

- | | |
|--|-------------------------------------|
| (01) Advice | (18) Gray Market |
| (02) Bear covering (Bear buying, Short covering) | (19) Institutional buying |
| (03) Benchmark | (20) Intra-day |
| (04) Blue chip | (21) Limelight |
| (05) Bourse | (22) Nifty |
| (06) Brisk buying | (23) Nose diving |
| (07) Bull liquidation (Long liquidation, Bull unloading) | (24) Pivotal |
| (08) Corporate news | (25) Points |
| (09) Correction | (26) Premium |
| (10) Dalal Street | (27) Primary Market |
| (11) Demat Account | (28) Profit taking (Profit booking) |
| (12) Disinvestment selling | (29) Punters |
| (13) Equities | (30) Rally |
| (14) Ex-dividend | (31) Secondary Market |
| (15) Face value | (32) Selling pressure |
| (16) Featureless market | (33) Sensex |
| (17) Fluctuations | (34) Sentiment |
| | (35) Speculation |

Abbreviations in Common Use

- (36) ASE (37) BSE (38) CRR (39) DIIs (40) EPS (41) FIIs (42) FMCG (43) FPO (44) GDP (45) IIP (46) IPO (47) NBFC (48) NSE (49) PSU (50) SEBI

Gujarat University
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Structure of Question Paper

SEMESTER - VI
COMMERCIAL COMMUNICATION - VI
(With Effect from Academic Year 2019-2020)

- Q-1. (A) Answer any **FOUR** questions in brief: (out of six) (From Unit-1) 12
- (B) State whether the following statements are TRUE or FALSE: 2
(Only **TWO** statements) (From Unit-1)
- Q-2. (A) Write a short note on any **ONE**: (out of three) (From Unit-1) 8
- (B) Choose the appropriate options: (only **Six** MCQs) (From Unit-1) 6
- Q-3. Letter from Import Export Correspondence (From Unit-2) 14
(OR)
Letter from Import Export Correspondence (From Unit-2)
- Q-4. Individual Report (From Unit -3 -A) 14
(OR)
Committee Report (From Unit -3- B)
- Q-5. (A) Read the following market report carefully and answer the questions
that follow it: (From Unit - 4 –A) 8
(**N.B.:** Only **FOUR** questions will be asked from the list of Technical
Questions each carrying TWO marks.)
- (B) Do as directed: (From Vocabulary of Unit-4-B only) 6
(1) Match the following: (Four items)
(2) Give full forms of the following: (Two items)

Recommended Reading
(For Semester 1to 6)

01. Business Communication – Urmila Rai & S. M. Rai – Himalaya Publishing House, Mumbai
02. Business Communication – Homai Pradhan & N. S. Pradhan – Himalaya Publishing House, Mumbai
03. Business Communication – Asha Kaul – Prentice-Hall, New Delhi
04. Essentials of Business Communication – Rajendra Pal & J. S. Korlahalli – Sultan Chand & Sons, New Delhi
05. Effective Business Communication – Dr. S. K. Agrawal & Dr. P. K. Singh – Himanshu Publications, New Delhi
06. Business Correspondence and Report Writing – R. C. Sharma & Krishna Mohan – Tata McGraw Hill, New Delhi
07. Business Communication (Principles, Methods and Techniques) – Nirmal Singh – Deep & Deep Publications, New Delhi
08. Effective Business Communication - Murphy G. A., Hildebrandt W. H., Thomas J. P., Tata McGraw Hill, New Delhi
09. A Handbook of Commercial Correspondence – A. Ashley – OUP, New Delhi
10. Word Power Made Easy – Norman Lewis - Goyal Saab, New Delhi
11. Communicative Competence in Business English – Robinson, Netrakanti & Shintre – Orient Longman, Hyderabad
12. Oxford Dictionary of Phrasal Verbs – A. P. Cowie & R. Mackin, OUP, New Delhi
13. A Guide to Business Correspondence and Communication Skills – A.N. Kapoor – Sultan Chand & Sons, New Delhi
14. Business Communication Today – Bovee & Thill – Prentice-Hall, New Delhi
15. Guide to Report Writing (Guide to Business Communication Series) – Netzley & Snow –Prentice-Hall, New Delhi

T. Y. B. COM.

SEMESTER V ADVANCED ACCOUNTING & AUDITING CE 301 A COSTS AND FINANCIAL ACCOUNTING

Unit 1: Process Costing - I:

[25%]

- a. Meaning, Definition and Features; Job Costing vs. Process Costing; processes losses and gains; Accounting of waste, scrap, defectives and spoilage;
- b. Meaning of Joint Products and By-Products; Objectives of allocation of joint costs and Methods of Accounting for Joint Products; Methods of Accounting for By-Products.

Unit 2: Process Costing - II:

[25%]

- a. Inter Process Profit and Transfer Price (valuing Process Stocks under FIFO and Average Cost Methods).
- b. Valuation of Work-in-Progress (under FIFO and Average Cost Methods);

Unit 3: Marginal Costing:

[25%]

- a. **Break-even and CVP Analysis:** Meaning and definition of Marginal Cost, Marginal Costing and Contribution; Marginal Costing vs. Absorption Costing; Features of Marginal Costing; Situations where Marginal Costing Technique is useful in managerial decision making;
- b. **Methods of determination of Break-even point:** Graphical Method: Traditional Break-even Chart and Contribution Break-even Chart; Algebraic Method; Limitations of C/S Ratio; Margin

of Safety, Angle of incidence and assumptions of Break-Even Analysis; Cost-Volume Profit Analysis; Key or Limiting Factors Analysis (analysis where more than one limiting factors exist is not expected); Optimizing of Product Mix (basic problems to highlight its application and limitations).

- c. Meaning of the following terms relating to '**Decision-making process**' (*only short objective type theoretical questions are expected*): Relevant Cost, Incremental Cost, Sunk Cost, Opportunity Cost, Avoidable/unavoidable costs, Imputed or Notional Cost, Discretionary Costs, Common Costs, Traceable Costs, Joint Costs and Step Costs;

Unit 4: Amalgamation of Companies:

[25%]

- **In the nature of merger:** Under Pooling of Interests Method (AS 14).
- **in the nature of purchase:**
*Note: Includes additional points arising on Amalgamation/
Absorption: Inter-company transactions (except Inter-company
Holdings and exchange of shares based on 'intrinsic values').*

- Notes:** (1) Practical problems carrying not less than 80% marks shall be asked. This percentage is inclusive of 20% weightage to be given to a multiple choice question divided into **7** sub-questions (at least one sub-question from each Unit shall be drawn). The students are required to provide justification for selecting the correct option out of four options given for each MCQ.
- (2) Question from any sub-unit shall not be asked in option of any other sub-unit.
- (3) Similarly, questions from any main Unit shall not be set in option of questions from any other main Unit.

References:

1. Ravi M. Kishore; "Cost & Management Accounting"; Taxmann Allied Services (P.) Ltd..
2. Paresh Shah; "Management Accounting"; Oxford University Press.
3. Jawahar Lal & Seema Srivastava; "Cost Accounting"; Tata McGraw-Hill Publishing Company Ltd.
4. **Cost Accounting**
Author: Charles T. Horngren (Hardback | ISBN10: 0132329018;
ISBN13: 9780132329019)
5. Ravi M. Kishore; "Cost and Management Accounting",
Taxmann's Publications.
6. Horngren, C.T., **Cost Accounting – A Managerial** Emphasis,.
Prentice – Hall
7. Advanced Accounting By R. L. Gupta Pub. S. Chand & Co.
8. Corporate Accounting: By S. N. Maheshwari [Vikas Publishing House]
9. Cost Accounting By P. C. Tulsian [S. Chand & Co.]
10. Cost Accounting By Dr. Murthy & S. Gurusamy [Tata McGraw Hill Publication]
11. Corporate Accounting (Theory and Practice) By K. L. Shah [Shree Niwas Pub.]

T. Y. B. COM.

SEMESTER V

ADVANCED ACCOUNTING & AUDITING

CE 302 A MANAGEMENT ACCOUNTING I

Unit 1: Introduction to Management Accounting and Analysis of Financial Statements:

[25%]

1. Definition, scope, objectives, functions, tools and techniques, limitations of Management Accounting, Installation of Management Accounting system, difference between Management Accounting and Cost Accounting;
2. Nature and limitations of Financial Statements, Essentials of good financial statements, Analysis and interpretation, Tools of financial analysis (methods, Comparative financial statements, procedure for interpretation, objectives of analysis and interpretation, Common size statements, Trend analysis.)

Unit 2: Interpretation and Analysis through Financial Ratios:

[25%]

Meaning, Importance and limitations of ratio analysis, Calculation and interpretation of the following ratios only: Gross Profit Ratio, Net Profit Ratio, Stock Turnover Ratio, Operating Ratio, Expense Ratios, Return on Investment (ROI), Earning per share (EPS: including concept of EPS as per AS 20), Current Ratio, Liquid Ratio, Acid Test Ratio, Proprietary Ratio, Debt-equity Ratio, Long-term Funds to Fixed Assets Ratio, Capital Gearing Ratio, Coverage Ratio (interest and total), Debtors Ratio (velocity), Creditors Ratio (velocity), Fixed Assets to Turnover Ratio, Total Assets to Turnover Ratio, Debt-service coverage Ratio, Cash earning per share, Dividend pay-out Ratio, Dividend Yield Ratio, Price Earning Ratio, Market Price to book value Ratio.

Note: Preparation of Financial Statements from given ratios is not expected. Emphasis is to be given on interpretation rather than calculation.

Unit 3: Cash Flow Statement:

[25%]

Concept and significance of Funds Flow Statement; Sources and Application of Cash; Cash from Operation; Income and Expenditure Approach and Net Profit Approach; Difference between Fund Flow Statement and Cash Flow Statement; Preparation of Cash Flow Statement as per AS 3.

Unit 4: BUDGETING:

[25%]

(A) Budgets and Budgetary Control:

Definition, Objectives, Merits and de-merits of Budgetary Control, Fixed and Flexible Budgets (Theory only), Control Ratios, Zero base Budgeting; Preparation of following Functional Budgets only: Sales Budget, Selling and Distribution Cost Budget, production Budget, cost of Production Budget (Materials, Labour and Overheads).

(B) Cash Budget:

Introduction, Advantages and limitations of Cash Budget, Methods of preparing Cash Budget: Cash Receipts and Disbursement Method, Adjusted Earnings Method, Balance Sheet Projection Method and Working Capital Differential Method.

Notes: (1) Practical problems carrying not less than 80% marks shall be asked. This percentage is inclusive of 20% weightage to be given to a multiple choice question divided into 7 sub-questions (at least one sub-question from each Unit shall be drawn). The students are required to provide justification for selecting the correct option out of four options given for each MCQ.

- (2) Question from any sub-unit shall not be asked in option of any other sub-unit.
- (3) Similarly, questions from any main Unit shall not be set in option of questions from any other main Unit.

Reference Books:

1. **Management and Cost Accounting**
Author: Colin Drury Publisher: Pat Bond (U. K.)
- 2 **Cost Accounting**
Author: Charles T. Horngren (Hardback | ISBN10: 0132329018;
ISBN13: 9780132329019)
3. Ravi M. Kishore; “Cost and Management Accounting”,
Taxmann’s Publications.
4. Jawahar Lal; “Advanced Management Accounting”,
S.Chand Publications.
- 5 Paresh Shah; “Management Accounting”, Oxford Publication
6. Horngren, C.T., **Cost Accounting – A Managerial Emphasis,**
Prentice – Hall

T. Y. B. COM.

SEMESTER VI ADVANCED ACCOUNTING & AUDITING CE 303 A MANAGEMENT ACCOUNTING II

Unit 1: Standard Costing I:

[25%]

Definition, Standard Cost vs. Budgetary Cost, Setting the standards: Variance analysis: Total Material Cost Variance, Material Price Variance, Material Usage Variance, Material Mix Variance, Total Labour Cost Variance, Labour Rate Variance, Labour Efficiency Variance, Idle Time Variance, Labour Mix Variance, Labour Yield Variance.

Unit 2: Standard Costing II:

[25%]

- a.** Overhead Variances: Fixed and Variable, Expenditure Variance, Efficiency Variance, Capacity Variance, Calendar Variance;

Notes: (i) *Rate of recovery of overheads to be based on labour time only.*
(ii) *Problems relating to finding out missing data are not expected.*

- b.** Sales Value Variances: Sales Price, Sales Volume, Sales Quantity and Sales Mix Variances.
Sales Margin Variances: Total sales Margin Variance, Sales Margin Price Variance, Sales Margin Volume Variance, Sales margin Mix Variance, Sales Margin Quantity (sub-volume) Variance.

Notes: (i) *Problems relating to Reconciliation and Interpretation of Variances are not expected.*
(ii) *Problems relating to finding out missing data are not expected.*

Unit 3: Capital Budgeting - 1:

[25%]

(A) Meaning, Importance and Process of Capital Budgeting.

Methods based on profit and recovery of cash outlays:

- (1) Accounting Rate of Return (ARR) Method;
- (2) Pay-Back Method.

(B) Time Value of Money:

Reasons for Time Value, Simple and Compound Interest, Present Value and Discount Factors, Future Value and Present value of an ordinary annuity, Present value of a differed annuity and Perpetuity, Meaning of Amortization of and creation of Sinking Fund, Nominal and Real Interest Rates.

Unit 4: Capital Budgeting -2:

[25%]

Methods based on present value of cash flows:

- (1) Net Present Value (NPV) Method;
- (2) Profitability Index (PI) Method;
- (3) Internal Rate of Return (IRR) Method.

- Notes:** (i) *Relevant portion of PV Factors and Annuity Factors must be provided in the question paper;*
- (ii) *Advance level problems (like calculation of expected cost and profit of proposed product to be manufactured, deferment of tax liability, capital rationing, sensitivity analysis, decisions relating to early retirement of existing assets etc) are not expected.*

Notes: (1) Practical problems carrying not less than 80% marks shall be asked. This percentage is inclusive of 20% weightage to be given to a multiple choice question divided into 7 sub-questions (at least one

sub-question from each Unit shall be drawn). The students are required to provide justification for selecting the correct option out of four options given for each MCQ.

(2) Question from any sub-unit shall not be asked in option of any other sub-unit.

(3) Similarly, questions from any main Unit shall not be set in option of questions from any other main Unit.

Reference Books:

1. Management and Cost Accounting
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- 2 Cost Accounting
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S.Chand Publications.
- 5 Paresh Shah; “Management Accounting”, Oxford Publication
6. Horngren, C.T., **Cost Accounting – A Managerial** Emphasis,.
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SEMESTER VI
ADVANCED ACCOUNTING & AUDITING
CE 304 A AUDITING II

Unit	Particulars	Marks
Unit – I	Company Audit <ul style="list-style-type: none"> • Importance of Memorandum, articles, prospectus, minute book, preliminary contract • Issue of shares at premium and at discount, issue of right shares, issue of bonus shares, issue of shares for the consideration other than cash • Redemption of preference shares and debentures, conversion of debentures in to shares, forfeiture of shares • Audit of share transfer 	25%
Unit – II	Auditor's Report and Certificate <ul style="list-style-type: none"> • Meaning and importance of auditor's report • Difference between auditor's report and certificate • Kinds of auditor's report • Specimen of qualified report • Use of words "True and Fair" In the report • CARO – 2003 	25%

Unit	Particulars	Marks
Unit – III	<p>Divisible profit and depreciation</p> <ul style="list-style-type: none"> • Divisible profit <ul style="list-style-type: none"> ○ Meaning and importance of profit ○ Determination of profit and it's problem ○ Debatable points regarding divisible profit (Depreciation, capital gain, capital loss, past revenue lost, past profit and transfer to reserve) ○ Auditor's duty regarding divisible profit • Depreciation <ul style="list-style-type: none"> ○ Provisions of the company law ○ Auditor's duty 	25%
Unit – IV	<p>(A) Investigation</p> <ul style="list-style-type: none"> • Meaning and need, difference between audit and investigation • Investigation in following cases.. <ul style="list-style-type: none"> ○ For purchase of business ○ For granting loan ○ In case of declining profit 	25%
	<p>(B) Audit program of..</p> <ul style="list-style-type: none"> • Hospitals run by public charitable trust • Educational institutes • Manufacturing company 	

Notes: (1) 20% weightage is to be given to a multiple choice question divided into **15** sub-questions (at least three sub-question from each Unit shall be drawn). The students are required to provide justification for selecting the correct option out of four options given for each MCQ.

(2) Question from any sub-unit shall not be asked in option of any other sub-unit.

(3) Similarly, questions from any main Unit shall not be set in option of questions from any other main Unit.

References:

1. Principles of Auditing
By Rick Stephan Hayes, Roger Dassen, Arnold Schilder, Philip Wallage
2. Fundamentals of Auditing
By S. K. Basu [Pub.:Dorling Kindersley (India) Pvt. Ltd., New Delhi 110017]
3. Auditing Principles and Techniques
By S. K. Basu [Pub.:Dorling Kindersley (India) Pvt. Ltd., New Delhi 110017]
4. Contemporary Auditing
By Kamal Gupta [Pub.: Tata McGraw-Hill Education]
5. Auditing: Principles and Practice
By Ravinder Kumar, Virendra Sharma [Pub.: PHL Learning Pvt. Ltd.]

B.COM.

VITH SEMESTER

CC 307 - FUNDAMENTALS OF FINANCIAL MANAGEMENT

UNIT 1 FINANCE FUNCTION AND FINANCIAL PLANNING

Meaning, importance and scope of financial management, financial goals: profit versus value maximization. Finance function: relationship between finance function and other functional areas of management, role of finance manager, meaning of financial planning, and steps in financial planning.

UNIT 2 CAPITALIZATION AND CAPITAL STRUCTURE

Capitalization: meaning, effects and remedies of under capitalization, over capitalization and watered stock.

Capital structure: Meaning, importance and determination of capital structure. Trading on equity: meaning, benefits and risks, operating leverage and financial leverage: meaning and degree of combined leverage (no numerical). Sources of long term finance: equity, debentures and preference shares: meaning, advantages and limitations of each.

UNIT 3 WORKING CAPITAL MANAGEMENT

Concepts and types of working capital – factors determining working capital requirement. Principles of working capital management, components of working capital: cash, receivables, inventory, creditors, bank overdraft and others, disadvantages of inadequate working capital.

UNIT 4 COST OF CAPITAL AND CAPITAL BUDGETING

Cost of Capital: Meaning and importance, computation of cost of capital for debentures or bonds, equity and preference capital and retained earnings. Weighted cost of capital.

Capital Budgeting: meaning, characteristics, process, techniques, meaning, utility and limitations of various methods – Average rate of return, pay back period, net present value and PI.

REFERENCES:

1. Elements of Financial Management, by S.N.Maheshwari
2. Principles of Financial Management, by N.P.Agrawal, R.K.Tailor, Pioneer Publications 2008
3. Working Capital Management, by N.P.Agrawal, B.K.Mishra, RBSA Publishers
4. Financial Management by P.V.Kulkarni, B.G.Satyaprasad, Himalaya Publishing house
5. Financial Management by S.C.Kuchhal