



કાંતિગુરુ શ્યામજી કૃષ્ણ વર્મા

કચ્છ યુનિવર્સિટી, ભૂજ

કોમર્સ ફેકલ્ટી

એસ.વાય.બી.કોમ.

W.e.f. - 2008

Only for External

: પ્રકાશક :

રજિસ્ટ્રાર,

કે.એસ.કે.વી., કચ્છ યુનિવર્સિટી, ભૂજ

વર્ષ : ૨૦૧૧



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New Syllabus : S.Y.B.COM. To be in effect
From June - 2008
Subject : Commercial Communication

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* **Text Books :**

Stories from Shakespear, Stories retold, Oxford University Press

By. H.G. Wyatt.

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Segment-I

Text : Stories from Shakespear, Stories retold, Oxford
University Press By. H. G. Wyatt.

Segment-II**Business Communication****● Barriers of Communication**

- (A) Physical Barries :
 - (i) Notice
 - (ii) Time & Distanace
- (B) Segmentic barriers :
 - (i) Interpretation
 - (ii) Technical Jargon
 - (iii) Ideom / phrases
- (C) Caltural Barriers : .
 - (i) Status Block
 - (ii) Closed mind
 - (iii) Emotional
 - (iv) Group Identification
 - (v) Poor-Communication Skill
 - (vi) Status of a Person.

● Corporate Communication

- (1) Pattern of communication
 - (a) Upward Communication
 - (b) Down ward Communication : Its Objective, Importance, advantages, Limitations & Improvement.
- (2) Diagonal Communication :
- (3) Grapevine Communication

Segment-III**1. Bank Correspondence**

- a. Stop payment of cheque
- b. Errors in pass book, calculation of interest.
- c. Delay in collection of Cheque.
- d. Wrongful dishonor of cheque

- e. Transfer of account from one branch to another branch
- f. Asking for cash credit, overdraft, and loan
- g. Opening a D-mat Account
- h. Non Credit of Shares in the D-mat Account
- i. Errors in the D-mat Statement
- j. Application for a new debit card(ATM cards) new PIN
- k. Intimating the loss of your debit card(ATM cards)

Segment-IV

Agency Correspondence :

- a. Application for agency
- b. Offering agency terms/Appointment/ agents/ Negotiation for better terms and conditions at renewal or initial stage.
- c. Appreciation of agent's performance
- d. Reprimanding an agent's unsatisfaction performance/untimely payments
- e. Agent's explanation for unsatisfactory performance/untimely payment.
- f. Surrounding an Agency
- g. Terminating an Agency

Segment-5

Secretarial Correspondence

- a. Non-allotment of shares
- b. Reply to the above letter by the Company secretary
- c. Non-receipt of refund order/dividend warrant
- d. Request for revalidation of dividend warrant
- e. Reply to the above letter by the Company secretary
- f. Shareholder's concern about declining profits of the Company/amalgamation or merger of companies.
- g. Reply to the above letter by the Company secretary
- h. Transfer of D-mat shares to an individual
- i. Application for the conversion of physical shares to D-mat.

Segment-6

Insurance Correspondence

- 1. Application for life insurance/General Insurance
- 2. Reply to the above letter
- 3. Forwarding premium receipt and Insurance policy
- 4. Reminder to the premium
- 5. Enclosing last premium receipt on maturity of the insurance policy.
- 6. Informing death of the policy holder and requesting to pay the insured amount to the nominee.
- 7. Informing insurance company regarding a fire break out & claim.
- 8. Reply to the above.

Segment-7

1. Welcome speech
2. Inaugural speech (in a trade fair etc...)
3. Speech at a seminar
4. farewell speech on retirement

Segment-8 Vocabulary (Foreign words)

The existing list of foreign word and the commercial communication II curriculum is continued in this curriculum too.

List of Foreign Words :

1	Ab Initio	34	Intera vires
2	A Compete	35	Ipsa facto
3	A datk	36	Lacuna
4	Ad hoc	37	Laisser-faire of laissez faire
6	Ad interim	38	Locus standi
7	Alibi	39	Amplified
8	Apriori	40	Mandamus
9	A posteriori	41	Modus operandi
10	A propos	42	Par excellence
11	Ad quantum	43	Pari passu
12	Ad referendum	44	Per annum
13	Bonafide	45	Per capita
14	cadre	46	Per centum
15	Conserisus	47	Per contra
16	Caveat emptor	48	Perdiem
17	Debris	49	Per procurationem
18	De facto	50	Per se
19	De jure	51	Prima facie
20	Embargo	52	Pro forma
21	En bloc	53	Pro rata
22	En masse	54	Quod vide
23	Entrepreneur	55	Rentes
24	Ex gratia	56	Resume
25	Ex officio	57	Sine die
26	Ex parte	58	Sine qua non
27	Fait accompli	59	Status quo
28	Gratis	60	Sub-judice
29	Impasse	61	Ultimo
30	Inter alia	62	Proximo
31	In camera	63	Ultra vires
32	Inter se	64	Versus
33	In toto	65	Vide

Subject – 4
MANAGERIAL AND ENTREPRENEURIAL ECONOMICS

1. Total Marks : 100
2. Equal weightage to all units
3. Four units to be covered in each academic term

Objective – Section – I

The Objective of this section on managerial economics is to explain the role of management economics estimation and forecasting. The emphasis should be on clarity of concept and method of concept in real life situations.

Section – I : Managerial Economics

- Unit -1 : The nature and significance of managerial Economics – Salient feature and significance of a managerial Economics-The role and responsibility of a managerial economist.
- Unit -2 : Basic concept : Increment concept – opportunity cost – Time perspective-Discounting principle-equimarginal- principle.
- Unit-3 : Market demand analysis and demand estimation.
- Unit-4 : Demand forecasting : meaning –Importance – Factors to be considered-purposes-Methods.

Objective –Section-II

The Objective of this section is to provide exposure to the entrepreneurial culture and industrial growth so that student may be encouraged to setup and manage their own small units.

Section –II: Entrepreneurial Economics

- Unit -1 : Introduction : The entrepreneur-Definition –Emergence Of Entrepreneurial class-Theories of Entrepreneurship –
- Unit -2 : Role of Socio-Economics
Environment-Characteristics of Entrepreneur-Leadership, Risk taking, Decision-making and business Planning.
- Unit -3 : Entrepreneur Development Programmes (EDP),- EDP their role, relevance and achievement-Role of Government in Organization EDPs –Critical evaluation.
- Unit -4 : Promotion of a Venture – Opportunities analysis - External Environmental analysis-Economic, Social and technological-Competitive factors-Legal Requirements for establishment of a new unit and raising of funds-Venture capital sources and documentation required.

Suggested Reading :

1. Joel Deam : Managerial economics
2. Gupta G.S. : Managerial economics
3. Tandon B.C. : Environment and Entrepreneur.
4. Pandey I.M : Venture Capital : The Indian Experience.

SUBJECT-6 BUSINESS ORGNISATION AND MANAGEMENT

Objective : To impart to the student the conceptual and procedural knowledge in the function areas of managements.

- 1. Money Marks and capital marks : 20 %**
 Instruments of money like treasury bills, certificate of deposits, commercial papers- modern trends of money Markets.
 Meaning of capital Markets – primary markets and secondary markets – managements of public issues of shares, right shares, bonus shares, private placement.
- 2. Marketing : 30%**
 Nature and scope of marketing in the economy.

 - Different concepts of marking : production concept, product, selling concept, marketing concept. Marketing in different demance situation.
 - Marketing mix- four :’ in marketing.
 - Product – concept product, line and product mix.
 - Product life cycle and appropriate strategies for different stages of products life cycle.
 - Consumer behaviour – major factors influencing consumer behevior – the buying behaviour prositining.
 - Marketing segmentation – meaning, impotance : bases : market targeting product positioning.
- 3. Personnel Management : 40 %**
 Meaning, importance, scope and function- concept of human resource management factions of personnel management.

 - Manpower planning- career planning.
 - Recruitment, selection and placement – need for recruitment, sources recruitment, internal and – steps in section process - placement and induction.

Training and development – meaning of training and development, need for training a development – methods of training workers and supervisors - methods of managements development - differance between training and development.

Performance appraisal : Meaning & need- method of P.A.- confidential reports rating scales, ranking system, paired - comparison method forced - choice, critical incident, cost Accounting – forced distribution – self appraisal.

Promotion, Demotion & Transfer – Merit vs seniority in promotion.

Job Design : Approaches to job Design – Concept of job rotation, job enlargement and job enricherment.

4. Concept of M-Commerce :**10%**

Meaning – difference between traditional – E-commerce and M-commerce – concept of wireless application protocol (WAP)- Technological bases of WAP- practical application of M-commerce – in banking, stock markets, in trading and purchasing.

Note : 20% weight age to be given to object question covering whole syllabus.

Book for reference :

1. S.N. Maheshwari : financial management – Sultan Chand & Sons, New Delhi.
2. Bhole L.M : financial markets and institutions : tata Mc Graw Hill, New Delhi.
3. Hooda R.P. : Indian Securities Markets – Excell Books, New Delhi.
4. Raghumanthan V. : stock exchange and investment - TATA Mc Graw Hill.
5. Philip Kotler : Marketing management – prentice hall of India.
6. Stanton : fundamentals of marketing - TATA Mc Graw Hill.
7. V.S.Ramaswamy & S.Namakumari : Marketing management –Macmillan India limited Delhi.
8. Edwin flippo : principal of personal management
9. Dale Yoder : Personnel management and industrial relation : perentice –Hall of India New Delhi.
10. V. V. Khanzode : human resource management
11. Agarwala Kamlesh and Agarwala Deeksha : Business on the net, Introduction to E-commerce : Macmillan India, New Delhi.
12. Moore : Manufacturing management – D.B Taraaporewala & sons
13. Broom : production management - D.B Taraaporewala & sons.

TAXATION at S.Y.B.COM

Section I Direct Tax [85%]

1. Income-tax Act, 1961: 20%

- (I) introduction and brief history;
- (II) Definitions: Agricultural income , Assesses, person ,previous year , Assesment year income, total income, casual income,
- (III) Basis of charge, scope of total income and residential status of an assesses (sections 4to9)
- (IV) Income –tax Authorities (sections 116 to 120 only)
- (V) Procedure for assessment : sections 139, 139A, 140, 140A, 142 to 145, 149, 154 and 156 only)
- (VI) Concept of securities transition Tax and fringe Benefit tax.

2. Computation of total income of an individual assesses [65%]

[1] Heads of Income (sec.14)

salary income : (section 15 to 17)

(I) Income from House property : (section 22 to 27)

(II) Profit and gains of business or profession : (section 28, 29, 30, 31, 32, 34, 35, 35a, 35ab, 35d, 36, 37 & 40)

(III) Capital gains (section 45 to 51, 54, 54b, 54ec, 54ed, 54f and 55)

(IV) Income from other sources : (section 56 to 59)

[2] Exempted income under section 10 (application to individual assesses Only)

[3] Income of other persons include in assessee's total income :
(section 60 to 65)

[4] Aggregation of income and carry-forward of losses ;

(section 66, 68, 69, 69a to 69a to 69d 7o, 71, 71a, 71b, 72 , 72a, 73, 74, 74a and 75)

[5] Deductions to be mase in computing total income (of an individual assesses); u/s 80c, 80ccc, 80ccd, 80dd, 80e, 80g, 80qqb, 80rrb & 80u)

Section II Indirect Taxes [15%]

Gujarat Value Added Tax Act, 2003

1. Introduction

2. Definitions :

- 1. Business (2) Dealer (3) goods (4) capital goods (5) Manufacture (6) person (7) place of business (8) purchase price (9) raw materials (10) sale (11) re-sale (12) sales price (13) taxable turnover (14) value of goods

3. Incidence of Tax :
Section 3 : Incidence of Tax.
Section 4 : Certain sales and purchases not liable to Tax.
Section 11 : General concept of Tax credit.
Section 14 : Option for payments of lump –sum Tax in lieu of on Sales.
4. Registration – section 21 and 22.

Note:

- I. The topics prescribed in section I shall be studied with reference to an individual ordinary resident assesses only.
- II. The student are not expected to remember and quote the section motions. while setting a question paper the topics/ aspect should indicated rather than the section no.
- III. One multiple choice question carrying 20% marks shall be asked from the syllabus prescribed in section I, requiring the student to select correct option supported by working / explanation.
- IV. Provisions of section 60 to 75 (as stated in Para [3] & [4] of section I on computation of income) are not to be incorporated in problems. Only theory/objective question shall be asked relating to these sections.
- V. Practical problems from section I (in addition to the multiple choice question) carrying not less than 45% marks shall be asked .
- VI. Only theoretical question based understanding of concept of value added tax under section II are expected.
- VII. Both the section is independent section and under any scheme of paper – setting from section I shall not be set in option of question from section II.
- VIII. Provisions of respective laws applicable as on 31th March immediately preceding the date of commencement of current academic year shall be considered.
- IX. Whenever any section included in the present syllabus is deleted or replaced by a new section as per the amendments to be made by a finance act, it will automatically become a part of the syllabus and will be implemented in the relevant assessment year.**

SUBJECT -1
ADVANCED ACCOUNTING & AUDITING : Paper - II
COST ACCOUNTING

- (1) **Introduction** : Meaning and definition; need for cost accounting ; advantages a limitation; cost accounting and financial accounting; cost concept and object; elements of cost & classification of costs; methods of costing ; technique of costing cost center and unit ; installation of good cost accounting system.
- (2) **Materials** : Definition of inventory, materials and material control; objectives material control, its necessity and advantages : purchase and stores routine inventory control : EOQ& determination of various stock levels ; control inventory through ABC; methods of pricing material issues: FIFO, LIFO, ba stock price, weighted average price, periodic weighted average price, stand price and replacement price ; meaning and accounting treatment of waste , scra a pillage and defectives.
- (3) **Labour** : Direct and indirect lobour cost accounting and lobour records ; remuneration methods: time rates, place rates , bonus systems individual incentive system –Halsey premium plan and group bonu system (based on over all efficiency of the group only) requisites of good wag incentive plan; labour turnover ; cost of labour turnover and its treatment; time and its accounting treatment; overtime premium; casual worker and on worker ; cost of apprentice, employee welfares cost fringe benefits, bonus an gratuty and theior accounting treatment.
- (4) **Overhead** : Definition, indirect materials , indirect lobour and indirect Expenses classification of overheads ; techniques for segregation of cost allocation and apportionment ; bases of apportionment of factory overhead and reapportionment of service center cost; overhead absortion on the basis direct material cost, direct labour cost prime cost, labour hours or machine hours ; over-absorption and under-absorption and accounting treatment setting – up time, idle time and its treatment in cost accounts absorption of administration, selling & distribution overhead (in theory only).
- (5) Non – integrated accounts & reconciliation of profits as per cost accounts with profit as per financial accounts.
- (6) **Single or Unit costing** : Concept of ; classification element of cost direct materials, direct labour, direct expenses, overhead preparation of cost.sheet;expenses that are treated in cost sheet; imputed costs, treatment of work – In-progress, dedective materials, sales of scrap, defective materials , sale of scrap, defective products, abnormal loss & normal loss of materials; Treatment of finished goods; estimated cost sheed and estimate for work order (quotation).

- (7) Service/operating costing (for transport under tasking and hotels only)
- (8) **Job, Batch and contract costing :** Definition and features of job costing ; per – requisites for job costing ; source documents, procedure for recording under job costing ; definition of batch costing and its accounting procedure; methods of determination of Economic batch quantity; definition of contract costing ; difference between job and contract costing ; features of contract costing ; accounting entries ; work- certified , work uncertified and rerantion money; methods of valuation work-in-progress; profits on incomeplete contracts; costing entries.
- (9) Uniform costing, just-in-time (JIT) costing and activity based costing (ABC) (in theory only).

Notes :

- (I) A multiple choies question, form the entire syllabus (divided into 5 sub-question); carrying 20% marks shall be as a compulsory question requiring the student to select correct option supported by necessary working/ explanations.
- (II) Practical problems carrying minimum 35% marks shall be asked from the topics prescribed in para (2) to para (5) and practical problems carrying minimum 35% marks shall be asked from the topics covered in para (6) to para (8).
- (III) Question from the topics prescribed in para (2) to (5) shall not be asked in option of question of questions from the topics preacribed in para (6) to para (8).

ADVANCED STATISTICS : PAPER-II

1 1.1 Differentiation :

Definition of second order derivative, max. & min. value of a function & its application of business (Cost, revenue * profit related numerical problems). Application of derivatives in economics (classicality of demand & supply, M.R. A.R. M.C. & A.C. & its related examples) Definition of Partial derivative involving two variables upto second order and its application. (cost function & Utility function)

1.2 Integration :

Definition of integral – simple rules of integration for known functions like x^n , a^x , e^x , etc. Evaluation of definite integral simple illustrations only.

SQC (Control Charts)

Need and use of process control theory of control charts theory of Runs – Standard control charts like X,R,P,np and C Charts – Modified control charts with examples.

3. SQC (Acceptance sampling Plants)

Meaning of lot control, Basic concepts like producer's and consumer's risks, AQL, LTPD, OC, ASN, ATI, AOQ, and AOQL. Single sampling plan for attributes when two points are fixed on the O.C. curve - simple examples based upon hypergeometric, binomial and poisson distributions, concept of double sampling plan

4 Operations Research :**4.1 Transportation Problem :**

Definition of transportation problem Its formulation different method of obtaining initial basic feasible solution by North-West Corner rule, Matrix Minima, Vogel's approximations – its applications.

4.2 Assignment Problem :

Formulation of the Problem – Hungarian method of solving an assignment problem Application.

4.3 Replacement Problem :

Importance of replacement models, simple replacement problem when the units get deteriorate as per passage of time. Value of money remains the same - simple illustrations.

5. 5.1 Large Sample Test :

Idea of parameter & standard error of statistic, Level of significance Type-I & II errors, Testing of (i) One Mean (ii) One proportion, Equality of two means & two proportion confidence interval Examples. Equality of two means & two proportion confidence interval Examples.

5.2 Negative Binomial and Geometric Distributions :

Probability mass functions of the distributions, their means & variance (only statement) their properties & uses.

Reference Books

1. H.A. Taha, Operations Research, Macmillan Publishing Co. Inc. (Edition 6, 1999)
2. Vora N.D. : Quantitative Techniques in Management : Tata McGraw Hill, New Delhi.
3. Grant E.L. Statistical Quality Control, McGraw Hill.
4. Duncan A.J. : Quality Control and Industrial Statistics. Taraporewala and Sons.
5. Kapoor V.K. : Business Mathematics, Sultan Chand & Sons, New Delhi.
6. Saneheti & Kapoor : Business Statistics, Sultan Chand & Sons, New Delhi,
7. Saneheti & Kapoor : Business Mathematics, Sultan Chand & Sons, New Delhi.

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ADVANCE BUSINESS MANAGEMENT : PAPER - II
(Effective June-2008)

- 1. Business environment and strategic management**
Micro-environment; environmental change; Techniques for environmental analysis, strategic management; conclusion.
- 2. Business and Society :**
Changing concept and objectives of business, professionalisation; business ethics, business and culture; technological development and social change; cultural lag.
- 3. Social Responsibility of business :**
Responsibility of shareholders; responsibility to Employees, Responsibility to consibility; responsibility to the community. The Indian situation; social audit.
- 4. Consumer rights, consumers and business :**
Consumer rights exploitation of consumer ; consumer protection utility of consumerism; consumer protection and consumerism in India ; Opportunity for industry; consumer protection act,1996 Amendments.
- 5. Industrial policy :**
The industrial policy resolution of 1948; Industrial policy resolution 1956, review of industrial licensing system ; policy development in 1970s; industrial policy statement 1980; policy liberalization in the eighties; the new industrial policy.
- 6. Indra and industrial licensing :**
Coverage of the Act. exemptions form the Act; central advisory council and development council; regulation of schedule industries ; power to investigate, exercise control take-over, management etc. power to provide relief to certain industrial undertaking ; sale or reconstruction; price and distribution controls. Power of undertakings; sale or reconstruction; price and distribution controls. Power of inspection, decision of central government final in respect of certain matters. Letter of intent and license; objectives of licensing ; activities requiring license; objective of licensing; activates requiring licensing, power to revoke/ amend license, exemption from licensing, the new policy.
- 7. Protection of patents and trade markets :**
Patents – India patents law and Uruguay round trade market the trade and merchandise market Act.

8. Privatization :-

Expansion of public sector and its defects; the privatization reactional ways of privation; obstacles; benefits of privatization; privatization in India.

9. Industrial sickness :

Definition of sick units magnitude, weak units; causes of sickness; Government policy, sick industrial companies act. Financial institutions and industrial sickness small – scale units; turnaround management; councils.

10. Works' participation in management :

Meaning ; objectives, problems and limitations; forms of participation ; workers participation scheme in India introduction; works committees joint committees, joint management councils; shop/ department councils and joint councils.

11. Exit policy

Need for exit policy VRS and golden handshake; NRF Conclusion.

12. Globalization

Why go international, internationalization strategies; globalization of India business.

13. Foreign capital and technology :

Role of foreign capital; private foreign capital; limitations and dangers of foreign capital; government policy.

Appendix 37-1, Annexure-III of industrial policy statement, July 24, 1991

14. Joint ventures :

Why joint ventures ? India JVs abroad guidelines for Indian direct investment / Broad.

Basic tax books :

(1) Business environment

Francis cheranilan (1951)

(2) Government and business

N.K. Signups (1995) Vikas Publishing House - New Delhi.

Subject-2
ADVANCED ACCOUNTING & AUDITING
Paper-III
CORPORATE ACCOUNTING AND AUDITING

Section I Corporate Accounting

[50%]

- 1 Valuation of goodwill :** - definition nature and type of goodwill; Factors contributing to goodwill; Determination of capital employed, future maintainable profit and normal rate of return ; Methods for valuation of goodwill (a) capitalization Method (b) Super profits methods (c) Annuity method.

Valuation of shares : Purposes and relevance of share valuation; Methods of valuation ; (a) Net assets basis / intrinsic value method (b) Yield basis (Dividend Yield and basis and ESP Yield basis).

[Note : Only 0simply problems on goodwill and shares (not requiring any assumption to be made by the examinees) are expected; changes in stock valuation method, tax implications and effect of exchange rate fluctuation are also not expected.]

- 2. Liquidation of company :** Liquidation's statement of receipts & payments; List B contributories.
- 3. Banking of Companies Accounts :** Important terms ; Transfer to Reserve fund or Statutory fund, Maintenance of cash reserve ratio (CRR) & Maintenance of liquid asset of statutory liquidity Ratio (SLR)- in theory only preparation of final suspense, revenue recognition and 'Rebate on bills discounted.'
- 4. Electricity companies Accounts :** Important terms (in theory only) and preparation of final Accounts as per 'Double Account system': Revenues Account net revenue Accounts, Receipt and payments on capital Account and general Balance Sheet; Replacement Account.
- 5. (I) Accounting Standard on 'Intangible Assets' (AS-26) and
(II) Accounting standard on 'Earnings per share' (AS-20) issued by ICAI.**

Section II Auditing**[50%]**

- (b) Introduction, Definition, Objective, Type of Audit, Techniques of Auditing (e.g Total, test and surprise checking.)
- (c) Internal control; internal check; Internal Audit; (Internal check as regards cash sales and wage payments only).
- (d) Vouching; Meaning of voucher, definition and objects of vouching; vouching of Individual transactions and of subsidiary books.
- (e) Verification and valuation of Assets and Liabilities: Meaning; Auditors duties; verification and valuating of the following :- Goodwill, leasehold, property, plant and machinery, investments, inventory, account receivable and payable, secured loans, contingent liabilities.
- (f) Company Auditor: Qualification, Disqualifications, Appoiment, remuneration, removal; classes of an auditor; rights and duties; status of an auditor, lien of an auditor.
- (g) Auditors Liabilities ; civil, criminal and third party liabilities
- (h) Company Audit; Praparation before commencing audit of a limited company; Importance of different documents such as memorandum of Association, articles of Association, minute book, prelim contracts.

Notes:

- (I) Practical problems carrying not less then 80% of 50% marks allotted to section I.
- (II) A multiple choice question (dividend into sub-question) carrying 30% of 50% marks allotted to section II be asked as a compulsory question from the syllabus prescribed in requiring the student to select correct option supported by necessary workings / explanation.
- (III) Both the section are independent section and under any method of paper –setting question from section I shall not be in option of question form sectional.

Subject - 5
ADVANCED STATISTICS : PAPER - III

1. **Mathematical Expectation :** (20%)
Mathematical expectation of a variable and function of random variable in discrete and continuous cases – basic theory of expectation – Moment generating function cumulant generating function moments cumulant – confident B_1, B_2, Y_1, Y_2 . Relation between moments and cumulansts – mathematical expection for B I-variate distribution – Marginal and conditional distribution – conditional mean and variance in Bi – variate case-(discrete case), illustrations.
2. **Univariate distribution and their properties :** (20%)
Bernoulli, binomial, Poisson, normal and exponential distributions with their properties.
3. **Elements of statistical Inference :**
 - 3.1 **Estimation Theory :**
Properities of estimators, unbiased ness, efficiency and sufficiency of estimators – cramer – Rao inequality (statement only). Methods of estimation – methods of moments and method of maximum likelihood, properties of M.L.E simple illustrations (based on binomial, Poisson, normal and exponential distributions.
 - 3.2 **Testing of hypothesis :**
Formulation of statistical hypothesis, two kinds of errors, critical region, level of significance, power and size of the test –Neyman Lemma (without proof) simple Illustrations. (Based on binomial, Poisson, normal and Exponential distributions.)
4. **Small sample tests :**
Introduction to chi-square distribution – students ‘distributions, Snedecore’s and fisher’s statistics of these distributions.
Tests of significance based upon X^2 , t.f distribution, simple illustrations.
5. **Operation research :**
 - 5.1 **Game theory :**
2 x 2 game problems with and without saddle point. Rules of Dominance conversion of game problem in to LPP and its Solution by Graphical method.
 - 5.2 **Sequencing :**
Introduction to job sequencing problems, principal Assumptions, processing in job through two machines. Illustrations based on above problem.

Reference books :

- 1) H.A.Taha, operations research, Macmillan publishing co. inc (edition 6,1999)
- 2) Vohra N.D. : Quantitative techniques in management ; Tata Mc Graw hill, New Delhi.
- 3) Grant E.L. : Statical controal and Industrial statistics, Taraporewela and Sons.
- 4) Duncan A.J. : Quality contoral and industrial statistics Tareporewala and Sons.
- 5) Kapoor V.K. : Business Mathematics, Sultan Chand & Sons New Delhi
- 6) Sanchati & kapoor : Business Statistics, Sultan Chand & Sons, New Delhi.
- 7) Sanchati & kapoor : Business Mathematics, Sultan Chand & Sons, New Delhi .
- 8) Mukhopadhyay, P. : Mathematical Statistics, New central book agency, Calcutta.
- 9) Goon, Gupta, Dasgupta : an outline of statistical theory (Vol.I).

ADVANCED BUSINESS MANAGEMENT**Paper -III**

(Effective from June 2008)

Indian financial system :**General :**

- (1) Financial system and economic development
- (2) Indian financial system - an overview.

(B) Money market :

- (1) Commercial banks and industrial finance
- (2) Bank credit and working capital finance

(C) Unit trusts and mutual funds :

- (1) Unit Trust of India ,
- (2) Other mutual funds.

(D) Development banks / financial institution :

- I. Industrial Finance Corporation of India.
- II. Industrial credit & investment corporation of India
- III. State financial corporation.
- IV. Industrial development bank of India.

(E) Insurance Organization :

- I. Life Insurance Corporation of India
- II. General Insurance Corporation of India.

(F) Foreign investment :

Foreign capital

Books

Basic text book

- (1) Indian financial system by M.Y..... khan (Tata-McGraw-hill publishing company limited (1996)
Weightage paras
 - (1) (A) (B) (C) 50%
 - (2) (D) (E) (F) 50%

Reference books :

1. Management of Indian financial institution, by R.M.Shrivastava (Himalaya publishing house, New Delhi.
2. India financial services- by M.Y. Khan (Tata Mc Graw hiil Pub. New Delhi)
3. The Indian financial system by Vasant Desai, (Himalaya publishing house, New Delhi).
4. Indian financial system by V-K-Bhall (Anmol pub. pvt. ltd. New Delhi.)
5. Financial institution & markets - by L.M. Bhole (Tata Mc Graw hill, New Delhi.)
6. Indian financial system- by Dr. B.V. Bharti,

Subject -7
સેક્રેટરીયલ પ્રેક્ટીસ

૧. **સભ્યપદ :** સભ્ય થવા માટે કોણ હકકદાર છે ? સભ્યપદ મેળવવાની રીતો – સભ્યપદ બંધ થવું 10%
સભ્યપત્રક– સભ્યોની અનુક્રમણિકા–સભ્યપત્રક બંધ કરવું– સભ્યપત્રકની તપાસ– વિદેશી સભ્યપત્રક.
૨. **શેરમૂડીમાં ફેરફારો :** કલમ–૮૪ અને ૮૪ (અ) મુજબ શેરમૂડીમાં ફેરફારો કરવાની પદ્ધતિઓ 10%
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બહાર પાડવા.
૩. **ડિબેચરો :** વ્યાખ્યા – ડિબેચર પ્રકાર– ડિબેચર બહાર પાડવા– ડિબેચર હોલ્ડરનું રજીસ્ટર– ડિબેચરની 10%
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કરવાની રીતો.
૪. **ડિવિડન્ડ અને વ્યાજ :** ડિવિડન્ડ અને વ્યાજનો અર્થ – ડિવિડન્ડ અંગે કંપની ધારાની જોગવાઈઓ– 10%
વચગાળાનું ડિવિડન્ડ – આખરી ડિવિડન્ડની યાદી– ડિવિડન્ડની વોરંટ–મૂળ સ્થાનેથી ડિવિડન્ડની
કપાત–નહિ મંગાવેલ ડિવિડન્ડ – નહિ ચૂકવેલ ડિવિડન્ડની વિશિષ્ટ– ડિવિડન્ડ ખાતે ફેરબદલી – મૂડીમાંથી
વ્યાજ આપવું.
૫. **ડિરેક્ટરો (સંચાલકો) :** વ્યાખ્યા–નિમણૂક– સંખ્યા–લાયકાતના શેર–હોલ્ડરો ખાલી કરવો.–હોલ્ડર પરથી 20%
દૂર કરવા અને રાજીનામું – ડિરેક્ટરોની સત્તા અને તેના ઉપર નિયંત્રણો – ડિરેક્ટરોનું વેતન– ડિરેક્ટરોની
જવાબદારી– ડિરેક્ટરોની લોન–કંપની સાથેના કરારો– ડિરેક્ટરોને લગતાં પત્રકો–મેનેજિંગ ડિરેક્ટર,
નિમણૂક, વેતન તથા હોલ્ડરો ગુમાવવા બદલ વળતર.
૬. **વહીવટની તપાસ :** મધ્યસ્થ સરકાર દ્વારા ઈન્સપેક્ટરની નિમણૂક – ઈન્સપેક્ટરની સત્તાઓ– 25%
ઈન્સપેક્ટરના અહેવાલને આધારે પગલાં લેવાની સરકારી સત્તાઓ– કંપનીની માલિકીની તપાસ–શેર
અને ડિબેચરોની ફેરબદલ ઉપર નિમંત્રણો.
બ) જુલમ અને ગેરવહીવટ અટકાવો : જુલમ અને ગેરવહીવટના સંજોગમાં રાહત માટે અદાલતને
અરજી–કલમ–૩૮૭ થી ૪૦૮ હેઠળ અદાલત અને મધ્યસ્થ સરકારની સત્તાઓ
ક) કંપનીધારાનો વહીવટ : કંપનીની બાબતોનો વિભાગ–કંપની લો બોર્ડ–વિભાગીય ડિરેક્ટરો
કંપનીઓના રજિસ્ટર–અદાલતોનું કાર્યક્ષેત્ર–સત્તાઓ (અ+ બ+ક)
૭. **વિસર્જન :** અર્થ પદ્ધતિઓ – સ્વૈચ્છિક વિસર્જન–અદાલત ધ્વારા વિસર્જન–લિક્વિડેટરની નિમણૂક, 10%
સત્તાઓ અને ફરજો–લિક્વિડેટરનું મહેનતાણું

Total 100%