

F.Y.B.COM

ECONOMICS

SEMESTER - I

PAPER NO : 103

FUNDAMENTALS OF BUSINESS ECONOMICS - I

Objectives: The main objective of this paper is to introduce the students of commerce to the basic concepts and tools of microeconomics.

Outcome: The students after studying this paper, will get a clear understanding of various basic concepts used in economics. He will also get an understanding of the demand and supply and factors affecting them and how the price is determined in different types of markets.

Unit :1 Basic Concepts and Definitions

Marshall, Robbins and Samuelsons' definitions of Economics. Positive and Normative Economics. Micro economics and Macro Economics. Utility, Goods and Services. Money and Wealth. Value and Price. Wealth and Welfare. Consumer surplus(Marshall's concept). Meaning of Demand and Supply. Supply and Stock.

Unit : 2 Demand Analysis and Consumer Behavior

Demand function-Law of Demand-Determinants of Demand. Elasticity of Demand and its types-price, income and cross elasticity. Types of Demand-Individual Demand and Market Demand, Industry Demand and Firm Demand, Demand for Consumer Goods and Demand for Producers Goods. Demand for Durable and Demand for Perishable Goods.

Unit : 3 Production, Cost and Revenue Analysis

Production and Production Function-Short run and Long run Production function(basic ideas only). Transformation Curve (Production Possibility Curve). Iso-Quants and Iso-Cost curves and equilibrium of a firm. Cost analysis-Various concepts of Cost-Total Fixed Cost, Total Variable Cost, Total Cost, Average Fixed Cost, Average Variable Cost, Average Cost and Marginal Cost-Relationship between Average Cost and Marginal Cost- Opportunity Cost. Basic concepts of Revenues-Total Revenue, Marginal Revenue and Average Revenue-Relationship between Average Revenue and Marginal Revenue.

Unit:4 Markets, Product Pricing & Factor Pricing

Concept of Perfect Competition, Monopoly and Monopolistic Competition(Meaning and characteristics). Control of Monopoly. Price Discrimination and Dumping. Selling cost and its Impacts. Concepts of Duopoly and Oligopoly-Collusive Oligopoly- Kinky Demand Curve (Price Leadership Model with reference to Oligopoly).

Suggested Readings:

- **H.L.Ahuja, “Modern Micro Economics”, S. Chand Publication**
- **K.K. Dewett, “Micro economics”, S. Chand Publication**
- **M. C. Vaish, “Micro economics”,**
- **Paul Samuelson, “Economics”**
- **M. L. Sheth, “Micro Economics”**
- **Mishra and Puri, “Principles of Micro Economics”, Himalaya Publication House, 2009**
- **D. M. Mithani, “Modern Micro Economics” , Himalaya Publication House,2006**
- **D. M. Mithani, “Micro Economics” , Himalaya Publication House, 2009**
- **Jhon Canedy, “Micro Economics” , Himalaya Publication House, 2010**
- **Jhingan, “Micro Economics”, Vrinda Publishing**
- **Mari Muthu and D.Bose , “An Introduction to Micro Economics”, , Himalaya Publication House, 2011**
- **K. K. Dewette, “An Introduction to Economics”, S. Chand Publication**
- **K.K. Dewette, “An Introduction to Economics” S. Chand Publication**
- **Robert S. Pindyck, Daniel L. Rubinfeld, “Microeconomics (6th Edition)” Prentice-Hall Series in Economics**

F.Y.B.COM

ECONOMICS

SEMESTER - II

PAPER NO : 113

FUNDAMENTALS OF BUSINESS ECONOMICS – II

Objective: The main objective of this paper is to introduce the students of commerce to the basic concepts and tools of macro economics.

Outcome: The student, after studying this paper, will get a clear understanding of various concepts used in macroeconomic. He will be able to understand the importance and relevance of various macroeconomic aggregates used for measuring economic development.

Unit : 1 National Income Accounts

Concepts of GDP and NDP- Sectoral Composition of National Income - GDP at Factor Price and Constant Prices- Concept of GNP and NNP, Factor Cost and National Income-Per Capita income, Disposable Income and Personal Disposable Income- Measurement of National Income – Difficulties in measuring National Income- Trends in India's GDP and Per capita GDP since Independence- Concept of GDP Deflator(Basic concept only)).

Unit :2 Money and Credit.

Meaning and Evolution of Money- Commodity to Fiat Money - Definition of Money- Functions of Money – Demand for Money - Quantity Theory of Money- Fisher's Equation of Exchange-Cambridge Theory. Supply of Money – Determinants of Money Supply- Components of Money Supply- RBI's Approach-M1, M2, M3, M4. High Powered Money - Concepts of Credit- Types of Credit-Instruments of Credit Control-Bank Rate, Repo Rate, Reverse Repo Rate, CRR and SLR(Meaning and their importance).

Unit : 3 Keynesian Economic Theory

Say's Law of Market and its criticism by Keynes. Simple Keynes Model of Income Determination. Concepts of Consumption Function, Saving Function and Investment Function. Investment Multiplier–Marginal Efficiency of Capital and factors affecting MEC.

Unit : 4 Business Cycle and Inflation .

Concepts of Business cycle – Four phases of Business Cycle – Interest rate –Loan able fund Theory and Liquidity preference theory- Motives for liquidity preference--Transaction Motive , Precaution Motive, Speculative Motive. Factors affecting interest Rate. Inflation--Meaning, Types, Causes, Effects-Inflation and Investment.

Suggested Readings:

- **H. L. Ahuja, “ Macro Economics” S. Chand Publication**
- **H. L. Ahuja, “Macro Economics Theory and Policy”, S. Chand Publication**
- **D. M. Mithani , “A Course in Macro Economics”, Himalaya Publication House**
- **Mishra and Puri, “Principles of Macro Economics” Himalaya Publishing House**
- **S. M. Mithani, “Macro Economics” Himalaya Publishing House**
- **K. K. Dewett, “Macro Economics” S. Chand Publication.**

Gujarat University

B. Com. Programme

SEMESTER-II

COMMERCIAL COMMUNICATION-II

(Revised w.e.f. Academic Year 2012-2013)

UNIT- ONE

Essentials of Business Letter Writing

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

UNIT- TWO

Business Letter Writing

1. Routine inquiry
2. Inquiry for seasonal goods
3. Inquiry for better terms and conditions
4. Reply to an inquiry
5. Firm offer
6. Voluntary offer

UNIT – THREE

Business Letter Writing

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

UNIT- FOUR
(A) E-mail Writing

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

Note: The format of the question for this topic is as under:

[1] Match the following words:

[2] Explain the following words in simple English:

Recommended Reading:

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

Gujarat University

B. Com. Programme

Structure of Question Paper with Allocation of Marks

SEMESTER-II

COMMERCIAL COMMUNICATION-II

(Revised w.e.f. Academic Year 2012-2013)

Q-1. (A) Write a short note on any ONE: (out of Two) - (Unit –I) (07)

(B) Do as directed: (Objective questions having one mark for each item- Unit-I) (07)

Q-2. Business Letter Writing (Unit-II) (14)

(OR)

Business Letter Writing (Unit-II)

Q-3. Business Letter Writing: (Unit-III) (14)

(OR)

Business Letter Writing: (Unit-III)

Q-4. (A) E-mail Writing: Complaint (Unit-IV) (07)

(OR)

E-mail Writing: Adjustment (Unit-IV)

(B) Do as directed: (From Vocabulary of Unit-IV) (07)

[1] Match the following words: (Four Items)

[2] Explain the following words in simple English: (Three Items)

Q- 5. Do as directed: (From Unit-I to IV) (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)

S. Y. B. COM. SEMESTER - III

CC - 201 ECONOMICS OF GOVERNMENT FINANCE

Unit : 1: INTRODUCTION TO PUBLIC FINANCE

Economic systems - concepts - Capitalism, Socialism and Mixed Economy - characteristics. Public and Private Finances: meaning, difference and similarities. Indian Federal Finance: concepts of three layers of government. Market failure and role of government. Characteristics of public and private goods, merits goods. Government budget, its importance. Various concepts of deficit: revenue deficit, budgetary deficit, fiscal deficit, primary deficit, their uses and effects.

Unit : 2 :TAXATION

Direct and indirect taxes : meaning and its characteristics - concepts of progressive, proportional and regressive taxes. Present Indian tax structure: its characteristics and defects. Role of taxation in economic development. Meaning of tax avoidance and tax evasion.

UNIT: 3: INCOME AND PUBLIC EXPENDITURE

Sources of income of local government, state government and central government. Public expenditure: purpose, importance and causes of increase in public expenditure. Meaning of Fiscal Responsibility and Budget Management Act (FRBM Act). Privatization and disinvestment : concept and importance.

UNIT: 4: PUBLIC DEBT

Public debt - meaning and types of public debt. Economic effects of public debt. Difference between taxation and debt. Burden of public debt - Learner's and Buchanan's view point.

References :

- 1) Public finance in Theory & Practice : R.A. Musgrave & P.G. Musgrave
- 2) Introduction to Public Finance : Carl C. Plehn
- 3) The Theory & Working of Union Finance in India: Bhargava R. N.

- 4) D.M.Mithani : Money, Banking, International trade and Public finance
- 5) Public Finance : H.L. Bhatia
- 6) Public Finance : B.P.Tyagi
- 7) Public Finance : R.C. Agrawal
- 8) Modern Public Finance : Jha R.
- 9) Intermediate Public Economics : Jean Hindriks & Gareth D. Myles
- 10) Public Finance : S.K. Singh
- 11) Public Finance : M. Maria John Kennedy

CC - 202 INDIAN FINANCIAL SYSTEM

- 1) [25%]
- (a) Overview of the Indian Financial System :** Pre and post liberalization overview of Indian Financial system, Organizational structure of Indian financial system, Major components - Financial Markets, Financial Institutions / Intermediaries, Financial Instruments, Functions and role of financial system.
- (b) Regulatory and Promotional Institutions :** Objectives and functions of Reserve bank of India, Security Exchange Board of India, Insurance Regulatory Development Authority.
- 2) **Financial Markets :** [25%]
- (a) Money Market :** Meaning, constituents of organized money market.
- (b) Capital market :** meaning, Functions and history.
- (i) Primary Market : Meaning, Types of primary issues-public, Right and Private placement, Issue Mechanism.
- (ii) Secondary market : Functions, Organizations, Management and Membership of Stock exchanges, Listing and trading of securities, Stock exchanges in India.
- 3) **Financial Institutions :** [25%]
- Commercial Banking :** Functions of Commercial banks, Nationalization of commercial banks. Issue of nonperforming assets and their management, Non banking finance companies : Meaning, Types, Growth and regulation. Insurance : Introduction to LIC, GIC and Private insurance companies. Mutual funds: Concept, Advantages, History of MFs in India.
- 4) **Financial Instruments :** [25%]
- (a) Capital Market instruments :** Equities, Preference shares, Debentures and Bonds. New Instruments.
- (b) Money market instruments :** Call / Notice Money Market, Treasury Bills, commercial Papers, Certificate of Deposit, Commercial bills

References:

- (1) Pathak Bharati (2008) : The Indian Financial System, Pearson Education
(2) M Y Khan (2007) : Indian Financial System, The McGraw - Hill Companies

CC - 203 TAXATION - I

Unit : 1: [25%]

- (1) Objectives of Income Taxation; The History of Income - tax and Brief introduction of the following Direct and Indirect tax laws: Income Tax, Gujarat Value Added Tax, Custom Duty, Excise Duty and Service Tax;
- (2) Definitions as per the Income tax Act : Income, Agricultural income, Assessee, Person, Previous Year, Assessment Year and other terms relevant to the syllabus;
- (3) Income - tax Authorities (sections 116 to 120 and 124 only).

Unit : 2 : [25%]

- (1) Basis of charge of income - tax : Scope of total income and residential status of an individual assessee (sections 4 to 9);
- (2) Individual assessee's incomes exempt from income - tax (section 10);
- (3) Procedure for assessment of income - tax (sections 139, 139A, 140, 140A, 142 to 145, 147 to 149, 154 and 156 only) and collection of tax.

Unit : 3 : [25%]

Salary Income: Computation of taxable salary (sections 14 to 17); Taxability of various provident funds affecting the computation of taxable salary income only shall be included.

***Note :** Practical problems may include the valuation of fully or partly rent-free accommodation and conveyance facility only; Separate small/objective type questions on other perquisites may be asked. Separate questions on determination of qualifying amount under section 80 C shall not be asked.*

Unit : 4 : [25%]
Income from House Property : Computation of Taxable Income from House Property (sections 22 to 27).

Note: Problems requiring computation of three or more let-out house properties are not expected.

- Notes:**
- (i) While setting a question paper, the topic/aspect shall be indicated rather than the section number.
 - (ii) Provisions of respective laws applicable (to individual assesses only) as on 31st March immediately preceding the date of commencement of current academic year shall be considered.
 - (iii) Whenever any section (included in the present syllabus) is deleted or replaced by a new section as per the amendments made/to be made by a Finance Act, it shall automatically amend the syllabus and shall be implemented in the relevant academic year.
 - (iv) Questions from any **Unit / Sub - Unit** shall not be set in option of questions from other **Units / Sub - Units**. Internal option questions may be set from the same **Unit / Sub - Unit**. Wherever a **Unit** is divided into **Sub - Units**, questions from each **Sub - Unit** shall be asked.
 - (v) Question paper shall contain a compulsory 'Multiple choice question' carrying **14 marks** out of **70** marks (which shall be divided into **seven** sub - questions of **2 marks** each and shall be drawn from each Unit / Sub - Unit of Units **1** to **4**, i.e. **1** sub - question from **Unit 1** and **2** sub-questions each from **other 3 Units**) - **without providing any internal option**, requiring the students to select correct option supported by necessary workings / explanations.
 - (vi) Question paper shall contain total **5 questions** - one question (or sub - questions) carrying **14 marks** out of **70** marks shall be asked from each of units **1** to **4** and the **5th question** must relate to **MCQs** as stated in the preceding **Note No. (v)**.

Reference : (1) Students' Guide to Income Tax, By Dr Vinod K Singhanian / Dr Monica Singhanian - Taxmann's publication.

**Gujarat University
Ahmedabad**

B. Com. Programme

SEMESTER-III

COMMERCIAL COMMUNICATION-III

(With Effect from Academic Year 2012-2013)

UNIT- ONE

Text: *Vignettes of Life: An Anthology of Selected Short Stories*

Edited and Annotated by: T. PADMA

Published by: Macmillan India Ltd.

(Chapters -1 to 6)

UNIT- TWO

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. Asking for an annual statement of housing loan
6. Requesting bank's support for social welfare
7. Non-credit of shares in the demat statement
8. Error in the demat statement
9. Transfer of demat shares
10. Intimating the loss of a Debit Card / ATM Card / Credit Card

UNIT- THREE

Secretarial Correspondence

1. Non-allotment of shares
2. Reply to non-allotment of shares
3. Non-credit of refund of the application money
4. Reply to non-credit of refund of the application money
5. Non-credit of dividend
6. Reply to Non-credit of dividend
7. Non-receipt of annual report of the company
8. Reply to Non-receipt of annual report of the company
9. Shareholder's concern about declining profits of the company
10. Reply to Shareholder's concern about declining profits of the company

UNIT- FOUR

* Comprehension based on a commercial topic from a newspaper

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

List of One-word Substitutes

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

Note: The format of questions for one-word substitutes may be as under:

1. Give one-word substitutes for the following:

e.g. A story of a person's life written by himself/herself

Ans: Autobiography

2. Explain the following one-word substitutes in your own words:

e.g. Glutton

Ans: A person who eats too much

3. Select an appropriate option for the given word:

(MCQ Type question)

e.g. Biography: (a) A story of a person's life written by himself/herself

(b) A story of animal life

(c) A story of a person's life written by someone

(d) A story with birds and animals as characters

Ans : A story of a person's life written by someone

4. Match the following:

Recommended Reading:

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

**Structure of Question Paper with Allocation of Marks
SEMESTER-III**

COMMERCIAL COMMUNICATION-III

(With Effect from Academic Year 2012-2013)

- Q-1 Write brief answers (Any seven out of nine) UNIT-1 (14)
- Q-2 Write short notes (Any two out of three) UNIT-1 (14)
- Q-3 Bank Letter from Unit – 2 (14)
(OR)
Bank Letter from Unit – 2 (14)
- Q-4 Shareholder’s Letter to the Company Secretary (Unit-3) (14)
(OR)
Company Secretary’s Reply to the shareholder (Unit-3) (14)
- Q-5 (A) Comprehension from Unit-4 (08)
- (B) Do as directed :(From Vocabulary of Unit-4) (06)
- (1) Give one-word substitutes for the following: (Two items)
- (2) Explain the following one-word substitutes in your own words: (Two items)
- (3) Select an appropriate option for the given word: (Two items)
(MCQ Type Question)

CC - 205 FUNDAMENTAL STATISTICS - I

Objective : Students should be aware with the basics of preliminary mathematical statistics.

1. **Function Limit and Continuity** : [25%]

Concept of a function of single variable (linear, quadratic and exponential function only) Domain, co-domain and range of a function, Concept of real function, Application of function to cost, demand, revenue, profit function, break - even point, Concept of limit of a function, Rules of limit, Simple examples where $f(x)$ is in a polynomial or rational function of two polynomials. Continuity of $f(x)$, where $f(x)$ is a polynomial of x , rational function of, two polynomials of x .

2. **Differentiation** : [25%]

Definition of a differentiation, Derivative of functions $\frac{1}{x}$, \sqrt{x} , $ax+b$, ax^2+bx+c by using definition, Rules of derivatives (without proof) and their examples by using the standard functions in the form x^n , a^x , $\log x$, e^{ax} .

3. **Probability** : [25%]

Definition of random experiment, sample space, different types of events, Mathematical definition of probability, classical, relative frequency and subjective approach to probability, Addition and multiplication rules of probability and other corollaries of it (without proof), Simple numerical examples only, Bayes' theorem (without proof) and its application up to three events.

4. **Mathematical Expectation and Moments** : [25%]

Meaning of a random variable, Definition of probability distribution of random variable, Definition of mathematical expectation of discrete random variable and its properties (without proof), definition of variance, co variance, simple applied examples on it. Definition of Raw and Central moment and its uses Relation between first four raw and central moments (without proof), Concept of coefficient of Skewness and Kurtosis and their interpretations, Simple examples for obtaining the measures by using raw data, grouped data and probability distribution.

Reference Books :

1. Goon. Gupta, Dasgupta, An outline of Statistical Theory, Vol -1 and II World Press, Calcutta.
2. Sancheti & Kapoor, Business 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. Levin and Rubin, Statistics for Management, Prentice Hall of India Pvt. Ltd. New Delhi.
5. Parimal Mukhopadhyay : Theory and Methods of Survey Sampling, Perntice Hall of India, New Dlehi.
6. Trivedi and Trivedi: Business Mathematics, Pearson India Ltd. New Delhi.

CORE ELLECTIVE ADVANCED ACCOUNTING AND AUDITING
CE - 201(A) COST ACCOUNTING - I

Learning Objectives : To make students acquainted with cost accounting and equip them to prepare cost statement.

Degree of difficulty : Working knowledge.

Unit	Particulars	Marks
Unit - I	<p>Introduction to Cost Accounting : Meaning and definition; Need for Cost Accounting; Advantage and limitations; Cost Accounting and Financial Accounting; Cost concepts and cost objects; Elements of cost and classification of costs; methods of costing; Techniques of costing (<i>with emphasis on Uniform costing</i>) ; Cost centre and Cost unit; Installation of good cost accounting system.</p>	25%
Unit - II	<p>Materials : Definition of inventory; Materials and material control; Objectives of material control; Its necessity and advantages; Purchase and stores routine; Control of inventory through EOQ, determination of various stock levels, JIT and ABC system; Methods of pricings of issues of material - FIFO, LIFO, Base Stock price, Weighted average price, periodic weighted average price, standard price and replacement price; Meaning and treatment of Waste, Scrap, Spoilage and Defectives;</p>	25%
Unit - III	<p>Labour : Direct and Indirect Labour cost; Labour cost accounting and Labour records; Remuneration methods - Time wage system and piece wage system; Bonus systems (Individual and Group incentive plans) - Halsey Premium plan, Rowan Plan, Taylor's differential piece rate system, Bedeaux Plan,</p>	25%

	Merrick's multiple piece rate system, Gantt task & bonus system, Profit sharing and Co-partnership; Requisites of good wage incentive plan; Labour turnover; Cost of Labour turnover & its treatment; Concept of Idle time & its treatment; Over time premium; Casual worker & out worker; Holiday & Leave with pay; Cost of Apprentice; Employee welfare cost; Fringe benefits; Bonus and Gratuity.	
Unit - IV	<p>(A)Overheads including Activity Based Costing : Definition; Classification of overheads; Techniques for segregation of Semi variable overheads; Cost allocation and apportionment; Basis of apportionment of Factory overheads and Re apportionment of service centre cost; Overhead absorption on the basis of Direct Material cost, Direct labour cost, Prime cost, Labour Hours and Machine Hours; Concept and Treatment in cost accounts of - Over absorption, Under absorption, Setting up time and Idle time; Absorption of Administration overheads and Selling & Distribution overheads (<i>In theory only</i>)</p> <p>(B) Conceptual Understanding of Activity Based Costing</p>	25%

References: (1) Cost Accounting: Principles & Practice
M N Arora
Vikas Publishing House

(2) Practical Costing
N K sharma
Shree Niwas Publication

(3) Cost Accounting
Dr P C Tulsian
S. Chand

(4) Cost Accounting
Dr Murthy & S Gurusamy
The McGraw Hill Companies

CE - 202 (A) Corporate Accounting

Unit	Particulars	Marks
Unit - I	<ul style="list-style-type: none">➤ Valuation of Goodwill➤ Origin of Goodwill➤ Factors affecting Goodwill➤ Meaning of Goodwill➤ Provision regarding Goodwill in various accounting standards➤ Need for valuation of goodwill➤ Methods of valuation of Goodwill<ul style="list-style-type: none">• Arbitrary Assessment• Average profit method(Simple average, Weighted Average and Annuity method)• Super Profit method• Capitalization of profit method (Capitalization of average profit and Super profit)	25%
Unit - II	<ul style="list-style-type: none">➤ Circumstances of valuation of shares➤ Factors affecting valuation of shares➤ Methods of valuation of shares<ul style="list-style-type: none">• Valuation of fully paid-up and partly paid-up equity shares and preference shares by Net Assets method• Valuation of fully paid-up and partly paid-up equity shares by Yield method• Fair value of fully paid-up and partly paid-up equity shares• Valuation of Right Shares• Valuation of Bonus Shares	25%

Unit - III	Banks Accounts <ul style="list-style-type: none"> ➤ Legal Provisions (Concepts only) <ul style="list-style-type: none"> • Banking Regulation Act, 1949 • Business carried on by banks • Non-Banking Assets and its disposal • Management of banks • Share capital • Creation of Floating charge on properties • Statutory Reserves • Cash Reserves and Statutory Liquidity Reserve • Restriction on Acquisition of Shares in other companies • Restriction on Loan and Advances • Non Performing Assets (NPA) • Preparation of Final Accounts* <p>* Note: (1) Only Simple adjustments to be asked.</p> <p>(2) Income Statement OR Balance sheet to be asked with relevant schedules. Combined question of final account is not expected.</p>	25%
Unit-IV	Liquidation of Company <ul style="list-style-type: none"> ➤ Meaning of Liquidation or winding up (Concepts only) ➤ Methods of Liquidation (Concepts only) <ul style="list-style-type: none"> • Compulsory Winding up by National Law Tribunal • Voluntary Winding up ➤ Consequences of Winding up (Concepts only) ➤ Preferential Payments ➤ Overriding Preferential Payment as per the companies (Amendment) Act , 1985 section 529A ➤ Powers and Duties of Liquidators (Concepts only) ➤ Order of disbursement to be made by Liquidator as 	25%

	per latest statutory revision Preparation of Liquidator's Final Statement of Account as per latest statutory revision	
--	---	--

References : (1) Corporate Accounting (Theory & Practice)
K L Shah
Shree Niwas Publishing

(2) Corporate Accounting
Dr S N Maheshwari & S K Maheshwari
Vikas Publishing House.

CORE ELLECTIVE ADVANCED STATISTICS

CE 201 (B) Statistics - III

Objective: - Students should be familiar with the basic estimating statistical techniques and the sampling techniques.

1. Regression (For two variables) : [25%]

Concept regression, derivation of two lines of regression, Properties of regression coefficients (with proof), Forecasting on the basis of regression equation regression equation pertaining to linear model in the form $y = \alpha + \beta x + U$ and its relevant properties.

2. Multiple and Partial Correlation and Regression : [25%]

Definition and concept of Partial and Multiple Correlation (three variables), Concept Multiple Regression equations, Numerical example.

3. Sampling Methods - 1 : [25%]

Meaning of population and sample, need for sampling, Definition of population size and sample size, points to be considered for determining sample size, Theoretical description of different sampling methods (i) Non probabilistic sampling methods- convenience, quota, judgmental, purposive (ii) Probabilistic sampling methods- simple random sampling method, stratified random sampling method, systematic sampling method, two stage sampling method, cluster sampling method, sequential sampling method, and their comparisons.

4. Sampling Methods - 2 : [25%]

Verification of various results- (i) mean of sample mean is an unbiased estimator for sample mean (ii) verification of the formulae for variance of sample mean (iii) sample variance is an unbiased estimator for population variance, (for with replacement and without replacement simple random sampling) Simple numerical examples for stratified random sample- to verify the result that the stratified random sample mean is an unbiased estimator for population variance and calculation of the variance of stratified sample mean, Simple numerical examples for systematic sample- to verify

the result that the systematic random sample mean is an unbiased estimator for population variance and calculation of its variance.

Reference Books :

1. Goon. Gupta, Dasgupta, An outline of Statistical Theory, Vol - 1 and II. World Press, Calcutta.
2. Sancheti & Kapoor, Business 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. Levin and Rubin, Statistics for Management, Prentice Hall of India Pvt. Ltd. New Delhi.
5. Parimal Mukhopadhyay, Theory and Methods of Survey Sampling, Perntice Hall of India, New Dlehi.
6. Amir D Aczel, Jayavel Sounderpandian, Complete Business Statistics, Tata Mc Graw Hill, New Delhi.

CE 202 (B) Statistics - IV

Objective: Student should be able to understand the application of statistical methods in the field of economics.

1. Input - Output Analysis : [25%]

Meaning of Input - output analysis, assumption and limitations, Leontief's static open model - importance and application of the model, Simple examples up to the matrix of order 3×3 .

2. Distribution of Income and Economic Models : [25%]

Concept of Income Distribution models, Study of Paroto's income distribution- analysis and interpretations. Lorentz curve of concentration, Fitting of Pareto and Lorentz curves - numerical examples only. Classical models- structural equations and structural parameters of model, Linear homogeneous equation system, study of (i) price determination model and (ii) income determination model.

3. Time Series : [25%]

Meaning and uses of time series, Various components of time series, determination of trend by using graphical, moving average and least square method, To separate seasonal component by using sale forecasts and seasonal variation by using moving average method, link relative method, with examples.

4. Index Numbers : [25%]

Definition, limitations, characteristics, and uses of index numbers, Construction of whole sale price index number and cost of living index number, Construction of index number by using aggregate expenditure method and family budget method using Laspeyre's, Paasche's, Fisher's, Marshall Edgeworth's and Dorbish Bowley's formulae, Weighted mean formulae, Deflating, Splicing, Time Reversal Test (TRT) and Factor Reversal Test (FRT). Simple examples.

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 Mathematical Statistics" S. Chand, New Delhi.
5. Levin and Rubin: "Statistics for Management", Prentice Hall of India Pvt. Ltd. New Delhi.

CE 101 E Fundamentals of Banking - 1

Objectives :

The main objectives of this course is to introduce the students to the basic concept of banking as a financial intermediation service and bank as a financial institution.

Outcome:

After this course the students would have the fundamental knowledge of banking as service and bank as an institution which would form the basis for courses related to more areas of banking and insurance in following semesters.

Unit 1

History of Banking, Brief History of evolution of banking in India, Definition of Banking, Different types of commercial banks.

Unit 2

Definition of a bank customer, different types of bank accounts, their main features, process of opening of accounts of individuals, partnership firm, joint stock companies, HUF's, Institutions, Single holder and joint holders, Trusts, Co-operative societies, government and other public bodies.

Unit 3

Traditional functions of a bank, forms of deposits in current accounts, saving accounts, fixed deposits, recurring deposits, credit creation function of banks, types of credit facilities, overdraft, cash credit, demand loan, term loan, purchase/discount of bills, letters of credit, letters of guarantee, personal loans, housing loans, educational loans and vehicle loans.

Unit 4

Concept of negotiable instruments, characteristics of negotiable instruments, promissory notes, bills of exchange and cheques and their salient features, main features of cheques as negotiable

instruments, payment through cheques, liabilities of paying and collecting banks, crossing of a cheques.

Recommended Reading:

1. Basics of banking and Finance, K.M.Bhattachatya and P.Agrawal, Himalaya Publishing House
2. Banking theory and practice, Premkumar Shrivastav, Himalaya Publishing House
3. Banking theory Law & Practice, Gordon-Natrajan, Himalaya Publishing House
4. Basics of Banking, Indian Institute of Banking and Finance, Taxman Publication
5. Pricipals of Banking, Indian Institute of banking and Finance, Mackmilan India Ltd.

