

GUJARAT UNIVERSITY
SEMESTER : 04(COMMERCE) (2018-2019)
SYLLABUS FOR UGB. COM ALL SEMESTERS ECONOMICS
NEW SYLLABUS FOR THE SEMESTER – 04 (CORE)
COMMERCE
ECONOMICS (INTERNATIONAL ECONOMICS & PUBLIC FINANCE -02)
PAPER -104(CORE)

1. DEFINITION, OBJECTIVES AND SCOPE OF PUBLIC FINANCE - CHARACTERISTICS OF PUBLIC GOODS AND PRIVATE GOODS – SPILL-OVER EFFECTS.
2. CAUSES RESPONSIBLE FOR THE INCREASE IN PUBLIC EXPENDITURE – EFFECTS OF PUBLIC EXPENDITURE ON PRODUCTION, EMPLOYMENT AND DISTRIBUTION OF INCOME
3. TAXATION – PUBLIC DEBT – DEFICIT FINANCE – INCOME FROM THE PUBLIC SECTOR – DISINVESTMENT
4. DIRECT TAXES – INDIRECT TAXES – THEORIES OF TAXATION : EQUITY, ABILITY AND BENEFIT – EFFECTS OF TAXATION ON PRODUCTION, EMPLOYMENT AND DISTRIBUTION.

**EFFECTIVE FROM ACADEMIC YEAR 2020-21 WITH COMMENCEMENT OF SECOND SEMESTER
(SECOND TERM OF ACADEMIC YEAR 2020-21)**

CE - 203 (A) COST ACCOUNTING - II SEMESTER IV

UNIT	PARTICULARS	MARKS
UNIT 1	SINGLE OR UNIT COSTING: Components of total cost: Expenses that are not treated as cost in cost sheet, Imputed costs: Treatment of work-in-progress, Defective materials, Sale of scrap: Defective product, Normal & abnormal Loss of materials, Treatment of Finished goods: Preparation of Historical cost sheet. Estimated cost sheet, Estimate for work order (Tender/Quotation).	25%
UNIT 2	RECONCILIATION OF PROFIT AS PER COST ACCOUNTS WITH PROFITS AS PER FINANCIAL ACCOUNTS: Reasons for disagreement in profits; Procedure for reconciliation; Preparation of Reconciliation Statement and Memorandum Reconciliation Account.	25%
UNIT 3	OPERATING COSTING OR SERVICE COSTING: Meaning of Operating Costing or service costing. Features of Operating Costing. Users of Service Costing. Cost Unit, Cost Analysis, transport Costing, Hospital Costing, Staff canteen Costing. Practical Problems to be asked on Transport Costing, and Hospital Costing only	25%
UNIT 4	JOB, BATCH AND CONTRACT COSTING: Definition and Features of Job Costing; Pre-requisites of Job costing; Source documents, procedure for recording under Job costing; Definition of Batch costing and its accounting procedure; Method of determination of economic batch quantity (EBQ); Definition of Contract costing; Difference between Job & Contract costing; Features of Contract costing; Work certified, work uncertified and Retention money; Method of valuation of work in progress; Profit on incomplete contracts; Accounting entries; Preparation of relevant ledger accounts and Final Accounts of a Contractor; Brief introduction of AS-7 (theory only)	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

**EFFECTIVE FROM ACADEMIC YEAR 2020-21 WITH COMMENCEMENT OF SECOND SEMESTER
(FIRST TERM OF ACADEMIC YEAR 2020-21)
CE - 204 (A) AUDITING - I SEMESTER - IV**

UNIT	PARTICULARS	MARKS
UNIT 1	(A) INTRODUCTION: * definition, objectives of audit * Advantages and limitations of audit * Types of audit – Stationary audit, internal audit, branch audit, cost audit, management audit, property audit (only concept) * Basic principles governing an audit (B) Internal control meaning and significance * Organizing audit work, Audit program, Audit note book, working papers, routine checking, test checking, surprise checking, and commencement of new audit.	25%
UNIT 2	COMPANY AUDITOR: <ul style="list-style-type: none"> • Qualification and disqualification • Appointment and removal • Remuneration and status • Rights and duties • Lien of an auditor 	25%
UNIT 3	VOUCHING Meaning and significance vouching of cash transaction	25%
UNIT 4	VERIFICATION AND VALUATION OF ASSETS AND LIABILITIES <ul style="list-style-type: none"> • Meaning and auditor's duties • Verification and valuation of followings: Goodwill, Building machinery, investment, inventory, secured loans and contingent liabilities. 	25%

References:

- (1) Auditing University Edition By Arun Jha Taxmann's Publication
- (2) Auditing: Theory & Practice By N K Sharma Shree Niwas Publication

EFFECTIVE FROM ACADEMIC YEAR 2020-21 WITH COMMENCEMENT OF SECOND SEMESTER
(SECOND TERM OF ACADEMIC YEAR 2020-21)
CC – 208 TAXATION – 2 SEMESTER – IV

UNIT	PARTICULARS	MARKS
UNIT 1	<p>Profits and Gains of Business or Profession:</p> <p>Computation of taxable profit under the head (sections 28, 29, 30, 31, 32, 34, 35, 36, 37 and 40).</p> <p>Note: Comprehensive problems on computation of taxable profit of business or profession involving detailed computation of admissible depreciation shall not be asked.</p>	25%
UNIT 2	<p>(A) Capital Gains:</p> <p>Computation of taxable capital profit under the head (sections 45, 47, 49 to 51, 54, 54B, 54EC, 54F and 55).</p> <p>Note: Relevant cost-inflation index numbers must be provided in the question paper. (B) Income from Other Sources: Computation of taxable income under the head (sections 56 to 59).</p> <p>Note: In case of securities and other investments, the rate of TDS and type of security (listed or un-listed) must be explained in the question paper.</p>	25%
UNIT 3	<p>(A) Income of other persons included in assessee's total income (Sections 60 to 65);</p> <p>(B) Aggregation of Total Income and set-off and carry-forward of losses (sections 66, 68, 69, 69A to 69D, 70, 71, 72, 72A, 73, 74 and 75);</p> <p>(C) Deductions to be made in computing Total Income of an individual assessee (sections 80C, 80CCC, 80CCD, 80CCF, 80D, 80DD, 80DDB, 80E, 80G, 80QQB, 80RRB and 80U).</p> <p>Note: Only theoretical/small practical and objective type questions shall be asked from Unit 3.</p>	25%
UNIT 4	<ol style="list-style-type: none"> 1. GST concept 2. Salient features of GST 3. Benefits of GST 4. GST council and its functions 5. Overview of GST Acts <ul style="list-style-type: none"> • The Central Goods and Service Tax Act, 2017 • The integrated Goods and Service Tax Act, 2017 	25%

	<ul style="list-style-type: none"> • The Union Territory Goods and Services Tax Act, 2017 • The Goods and Services Tax (Compensation to states) Act, 2017 • The state Goods and Services Tax Act, 2017 (respective state) <p>6. Definitions (aggregate turnover, business, central tax, cess, composite supply, exempt supply, goods, integrated tax, input tax, input tax credit, mixed supply, non-taxable supply, non-taxable territory, output tax, reverse charge, services, state tax, taxable person, taxable supply, taxable territory, union territory tax)</p> <p>7. Exemptions</p> <p>8. Broad idea about Rates of Goods and Services tax.</p> <p>9. Simple practical questions shall be asked on computation of GST on Inter and Intra state supply, computation of input tax credit and order of utilization of ITC available in electronic credit ledger as per section 49(5). (Very basic questions are expected).</p>	
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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.

Note No. (v). Reference:

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

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
2. a hue and cry
3. all in all

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

44. to pass away
45. to put off
46. to put up with
47. to set off
48. to stand by
49. to take away
50. to take over

CC - 207 PRODUCTION MANAGEMENT

Objective of this syllabus is to provide basic knowledge of functional area of production, purchasing and inventory management.

All units carry equal weightage of marks.

Unit : 1 : Production : [25%]

Meaning & Characteristics of Production - Types of Production on the basis of production process and production continuity.

Production Management: Meaning and Characteristics, Scope of Production Management.

Production Planning: Meaning, procedure and importance.

Production Control: Meaning, procedure and importance.

Unit : 2 : Purchasing : [25%]

Meaning of Scientific Purchasing - Principles of Scientific Purchasing - Objectives of Scientific Purchasing - Classification of purchases Methods of purchasing - Modern Procedure of Purchase - Centralized V/S. Decentralized Purchasing - Decision regarding to make or to purchase.

Unit : 3 : Inventory Control : [25%]

Meaning and Types of Inventory Control - Objectives of Inventory Control - Functions of Inventory Control - Brief idea of techniques (methods) of inventory control A. B. C. Method of Inventory Control VED Analysis, FSN analysis. (Computation is not expected.) Importance of Inventory Control - Guiding Principles of Effective Inventory Control.

Unit : 4 : Developing and launching New Products Services : [25%]

The new product development dilemma - problem of Launching New product in the market -process of New product development - Adoption process of New product - Causes for product failure - Concept of product mix - product simplification -product diversification.

Note: 20% weightage is to be given to objective questions (except M.C.Q.) covering whole syllabus.

Reference Books :

- (1) Production Management B. Poom - D. B. For Taraporwala & Sons.
- (2) Manufacturing Management - Moor - D. B. Taraporwala & Sons.
- (3) Manufacturing Organization & Management : Amrine, Ritchej Hulley - Prantice Hall of India.
- (4) Industrial Management - M. E. Thukaram Rao - Himalaya Publishing House.
- (5) Industrial Engineering and Production Management - Mart and Telsang -S. Chand & Co.

CC - 210 FUNDAMENTAL STATISTICS - II

Objective : - Students should be able to apply basic mathematics and statistics in different sectors of economics and finance.

1. Application of Differentiation : [25%]

Definition of second order derivative, maximum and minimum value of a function and its application in business (cost, revenue and profit related numerical problems), Application of derivatives in economics (elasticity of demand and supply, M.R., A.R., M.C. and A.C. and its related examples)

2. Integration and its Application : [25%]

Definition of definite integration, Rules of integration (constant, addition and subtraction), Standard forms of integration (x^n , $e^{(ax+b)}$, a^x , $1/x$, $(ax+b)^n$, $1/(ax+b)$)

$x/(ax+b)$

Simple

examples based on these results, Definition of definite integrations, Its simple application related to M.R., M.C. and profit function only.

3. Co-ordinate Geometry : [25%]

Definition of Slope, Intercept, Conditions for parallel and Perpendicular lines. Equations of a

straight line in the following forms

$y - y_1 = m(x - x_1)$

$y = mx + c$

$\frac{y - y_1}{y_2 - y_1} = \frac{x - x_1}{x_2 - x_1}$

(i) $y - y_1 = m(x - x_1)$ (ii) $y = mx + c$ (iii) $\frac{y - y_1}{y_2 - y_1} = \frac{x - x_1}{x_2 - x_1}$ (iv) $\frac{y - y_1}{y_2 - y_1} = -\frac{x - x_1}{x_2 - x_1}$

$\frac{y - y_1}{y_2 - y_1} = -\frac{x - x_1}{x_2 - x_1}$

$\frac{y - y_1}{y_2 - y_1} = -\frac{x - x_1}{x_2 - x_1}$

Simple illustrative examples.

4. Arithmetic Progression and Geometric Progression : [25%]

Introduction of arithmetic progression and geometric progression, sum of series in arithmetic progression, arithmetic mean, geometric mean, sum of series in geometric progression. Its application based examples.

Reference Books :

1. Kapoor V.K.: Business Mathematics, Sultan Chand & Sons, New Delhi.
2. Sancheti & Kapoor: Business Statistics, Sultan Chand & Sons, New Delhi.
3. Sancheti & Kapoor: Business Mathematics, Sultan Chand & Sons, New Delhi.
4. Mukhopadhyay, P. Mathematical Statistics, New Central Book Agency, Calcutta.
5. Trivedi and Trivedi: Business Mathematics, Pearson India Ltd. New Delhi.