

उ. प्र. राजर्षि टण्डन मुक्त विश्वविद्यालय

पाठ्यक्रम
वाणिज्य उपाधि कार्यक्रम



शान्तिपुरम् (सेक्टर-एफ), फाफामऊ
इलाहाबाद – 211 013, उ.प्र.
www.uprtouallahabad.org.in
Email – uprtou@gmail.com

Syllabus Publication Committee

Dr. H. C. Jaiswal	(Senior Consultant)	Co-ordinator
Sri Achchhe Lal	(Lecturer- Sanskrit)	Member
Dr. Gyan Prakash Yadav	(Lecturer- School of Management Studies)	Member
Dr. Ram Pravesh Rai	(Lecturer- Journalism & Mass Communication)	Member
Dr. Deep Shikha	(Consultant- Sociology)	Member
Dr. Smita Agrawal	(Consultant- Sanskrit)	Member
Sri Rajit Ram Yadav	(Lecturer- Computer Science)	Member
Sri Jitendra Yadav	(Consultant- Philosophy)	Member

Presentation :

* Dr. Gyan Prakash Yadav
Lecturer – School of Management Studies.

The School of Management Studies was established with a view of imparting management education to persons of industry and fresh graduates. To achieve this objective following programs are available to the aspirants of management and commerce education.

(A) Post Graduate Degree Programs:

1. Master of Business Administration (MBA):

MBA is a unique course in the sense that it is only for the working / experienced persons who have atleast 3 years of working /supervisory/ management experience in any public/private organization with not less than 50% marks at graduate level. The condition of 3 years experience can be relaxed if the candidate possess a post graduate degree or bachelor degree in any technical / professional stream other than BBA and BCA. The students has to undertake 4 papers in each semester till fifth semester. In the fifth semester any one of the specialization group out of HR, Marketing, production and Finance can be opted and in the sixth semester other than two compulsory courses student has to make a project or any industrial/management problems under a suitable academic /industrial guide.

2. M.Com.:

This course is designed to give expertise knowledge of commerce at postgraduate level, having two years of min. and 4 years of maximum duration to pass the course. The eligibility for this programme is B.Com. The fee of the programme is 4200.00 p.a. and, Now this is offered in English and Hindi both medium.

3. B.B.A. :

The Bachelor of Business Administration is designed and developed to give expertise in Management and other aspects of Business at undergraduate level, having 3 years of minimum and 6 years of maximum duration to pass the course. The eligibility of the course is 10 + 2 and fee is Rs. 6200/- p.a. The course is offered in only English medium.

4. B. Com.:

The course is designed and developed to give expertise in accountancy and finance at Undergraduate level having 3 years of minimum and 6 years of maximum duration to pass the course. The Eligibility of the course is 10 + 2 and the fee is Rs. 1800.00 p.a. This course is offered in English and Hindi medium.

Post-graduate Diploma Programmes:

The school offers some of the PG Diploma courses which are specialized programmes in various functions of management.

5. Post-graduate Diploma in Marketing Management:

This postgraduate diploma course is specially for the marketing aspirants. One of the unique features of this programme is provision of one day training programme, which involves training of the students regarding the practical situations in the market faced by the roles/marketing executives and other personality development issues. The eligibility of the course is Graduation in any discipline. The duration of course is minimum one year and maximum Three years. The medium of course is English.

6. Post-graduate Diploma in Human Resource Development:

This post-graduate diploma course is specially for the HR aspirants. The course acknowledges about the various important dimensions required to groom a HR personnel. The Eligibility of the course is Graduation in any discipline. The Duration of the course is Minimum one year and Maximum three years. The fee of the course is Rs. 4700/- p.a. and medium is English.

7. Post-graduate Diploma in Financial Management:

This post graduate diploma course is specially designed for the Finance aspirants. One of the unique feature of this programme is to throw light on various issues required for effective. Financial decision making. The eligibility of the course is graduation. The duration of the course is minimum one year and maximum three years. The fee of the course is Rs.3600/- p.a. and medium is English.

8. Post-graduate Diploma in Production Management:

This post-graduate diploma course is specially designed for production and operations management aspirants. This programmes covers various issues required for effective decision making in managing the production and operations functions. The eligibility of the course is graduation in any discipline. The course duration is minimum one year and maximum three years. The fee of the course is Rs. 4700/-. The medium of course is English only.

9. Post-graduate Diploma Course on International Marketing and E-Commerce:

This course is also being run under the flagship of the school. The Eligibility of the course is graduation. The duration of the course is

minimum one year and Maximum 2 years. The fee of the course is Rs. 2500/- and medium is English.

Certificate in Taxation and Export – Import Management:

The School offers a certificate programme in Taxation and Export-Import Management, which gives the knowledge for the practical oriented issues of taxation and Export-Import Duration of the course is Minimum 6 months and maximum 1^{1/2} years. The eligibility of the course is 10 + 2 and fee is Rs.1700/-. The medium of the course is Hindi and English.

Projects:

The project is an important component of the Entire program to provide an opportunity to the students for applying knowledge and skills acquired so far in theoretical papers to solve real life problems. These Individual Projects are given a high level importance so that students get full opportunity in identifying the problems, solutions, and their effective implementation.

The topic of the project will be decided by the students themselves with the consent of their respective supervisors and will be intimated to the university through the study centre coordinators within a month of beginning of the semester. The supervisor / guide should be a person with at least master degree holder in management or allied subject. It is essential for a candidate to attach a certificate from the project guide that he/she has guided the student on that topic/ title and the work done by the candidate is original to best of his knowledge and belief.

Similarly a bio-data signed by the guide is to be attached in the project and a self declaration by the student is also to be attached by the candidate while submitting the two copies of project.

Dr. Nagendra Yadav
Reader
School of Management Studies
UPRTOU

Content

S.No.	Course	Page No.
1.	M. COM.	1 – 44
2.	UGCOM.	45 – 104

M.COM- 1.1

BLOCK – I BASIC CONCEPTS AND FORMS OF BUSINESS ORGANISATION

UNIT-01: NATURE AND SCOPE OF BUSINESS-

Human Activities, Business - Essential Features of Business, Objectives of Business, Business Distinguished from Profession and Employment, Classification of Business, Industry— Classification of Industry, Commerce — Trade, Aids to Trade, Organisation.

UNIT-02 FORMS OF BUSINESS ORGANISATION-I

Sole Trader Organisations — Main Features, Merits and Limitations, Partnership Form of Organisation— Main Features, Classification of Partners, Partnership Deed, Merit and Limitations, Joint Hindu Family Firm, Company Form of Organisation— Main Features, Classification of Companies, Merits and Limitations, Cooperative Form of Organisation— Main Features, Classification of cooperatives, Merits and Limitations.

UNIT-03 FORMS OF BUSINESS ORGANISATION-II

Requisites of an Ideal Form of Business Organisation, Comparison of Various Forms of Organisations, Criteria for the Choice of Organisation—Criteria at the Time of Starting a Business, Criteria at the Time of Expansion, Choice of Form of Organisation

UNIT-04 BUSINESS PROMOTION

An Entrepreneur — Entrepreneurship, Characteristics of an Entrepreneur, Functions of an Entrepreneur, Promotion— Distinction between Entrepreneur and Promoter, Types of Promoters, Promotion of Different Types of Organisations — Proprietary Concern, Partnership Firm, Joint Stock Company, Cooperative Society.

BLOCK – II FINANCE OF BUSINESS

UNIT-05: METHODS OF RAISING FINANCE-

Need for and Importance of Finance, Types of Financial Needs— Fixed Capital and Working Capital, Long-term Capital and Short-term Capital, Capital Structure— Ownership Capital, Borrowed Capital, Meaning of Capital Structure, Factors Determining the Capital Structure, Methods of Raising Capital— Issue of Shares, Issue of Debentures, Loans from Financial Institutions, Loan from Commercial Banks, Public Deposits, Retention of Profits, Trade Credit, Factoring, Discounting Bills of Exchange, Bank Overdraft and Cash Credit.

UNIT-06: SOURCES OF LONG-TERM FINANCE AND UNDERWRITING-

Nature and Importance of Long-term Finance, Sources of Long-term Finance— Capital Market, Special Financial Institutions, Leasing Companies, Foreign Sources, Retained Profits, Underwriting.

UNIT-07: STOCK EXCHANGES-

What is a Stock Exchange?, Functions of Stock Exchanges, Method of Trading on a Stock Exchange, Types of Dealings in a Stock Exchange, Some Important Terms, Listing of Securities on a Stock Exchange, Speculation and Stock Exchange, Factors Affecting Prices in a Stock Exchange, Advantages and Shortcomings— Advantage, Shortcomings, Regulation and Control of Stock Exchanges.

BLOCK – III MARKETING

UNIT-08: ADVERTISING-

Meaning of Advertising, Difference between Advertisement and Publicity— what is Publicity, How Does Advertisement Differ from Publicity? Objectives of Advertisement, Role of Advertising in the Society—

Arguments Against Advertising, Arguments in support of Advertisement, Essentials of an Effective Advertisement, Features Relating to the Message, Features Relating to Consumer Reach.

UNIT-09: ADVERTISING MEDIA-

Meaning and Importance of Media, Types of Media and Their Characteristics— Press Media, Radio, Television, Outdoor Media, Direct Mail, Miscellaneous, Requisites of an Ideal Medium, Evaluation of Media, Role of Advertising Agencies.

UNIT-10: HOME TRADE AND CHANNELS OF DISTRIBUTION-

Home Trade and Distribution System, What is a Channel of Distribution?. Functions of Channels of Distribution, Channels of Distribution Used— Channels of Distribution used for Consumer Goods, Channels of Distribution used for Industrial Goods, Factors Influencing the Choice of Channel, Types of Middlemen— Functional Middlemen, Merchant Middlemen, Role of Middlemen.

UNIT-11: WHOLESALERS AND RETAILERS-

Meaning of Wholesaler, Importance of Wholesalers, Types of Wholesalers, Functions of Wholesalers, Services of Wholesalers — Services to Manufacturers, Services to Retailers, Elimination of Wholesalers, Meaning and Importance of Retailing, Functions of Retailers, Services of Retailers, Fixed Shop Retailers— Small Scale Retail Shops, Large Scale Retail Shops.

UNIT-12: PROCEDURE FOR IMPORT AND EXPORT TRADE-

Meaning of Foreign Trade, Types of Foreign Trade, Importance of Foreign Trade, Problems in Foreign Trade, India's Foreign Trade Performance, Regulations Governing Foreign Trade, Export Trade

Procedure, Import Trade Procedure.

BLOCK - IV BUSINESS COMBINATION

UNIT-13: BUSINESS COMBINATIONS-I -

Meaning of Combination, Causes of Business Combinations, Consequences of Business Combinations — Benefits of Business Combinations, Evils of Business Combinations, Control of Monopoly.

UNIT-14: BUSINESS COMBINATIONS-II -

Types of Business Combinations— Horizontal Combinations, Vertical Combinations, Lateral Combinations, Diagonal Combinations, Circular Combinations, Forms of Combinations — Associations, Federations, Consolidations.

UNIT-15: FEASIBILITY OF BUSINESS -

Meaning of Business, Need for Feasibility Study, Factors Determining the Feasibility of Business, Feasibility Reports — Technical Feasibility, Economic Feasibility, Financial Feasibility, Commercial Feasibility, Managerial Feasibility.

BLOCK - V GOVERNMENT AND BUSINESS

UNIT-16: GOVERNMENT IN BUSINESS -

Reasons Underlying Government Control over Private Business, Instruments of Government Control, Why Does the Government Participate in Business?— Basic Reasons, Ideological Reasons, What is a Public Enterprise?, Features and Objectives of Public Enterprises, Performance of Public Enterprises, Contribution of Public Enterprises, Problems of Public Enterprises.

UNIT-17: FORMS OF ORGANISATION IN PUBLIC ENTERPRISES -

Departmental Organisation— Features, Merits, Limitations, Public Corporation— Features, Merits, Limitations, Government Company— Features, Distinction Between Government and Non-

government Companies, Merits, Limitations,
Comparison of the Forms of Organisation.

UNIT-18: PUBLIC UTILITIES -

Meaning of Public Utility, Features of Public Utility,
Organisation and Management of Public Utilities,
Pricing Policy of Public Utilities, Sales Policy of Public
Utilities, Public Control and State Regulation.

M.COM.-1.2

Research Methodology for Management Decisions

BLOCK -1

UNIT- 1 **Importance of Research in Decision Making-**

Meaning of Research, Role of research in Important Areas, Process of Research, Types of Research.

UNIT- 2 **Defining Research Problem and Formulation of Hypothesis-**

Points to Ponder on Research Problem, Unit of Analysis, Time and Space Coordinates, Characteristics of Interest, Specific Environmental Conditions, and Research Problem as a Hypothesis Testing.

UNIT- 3 **Experimental Designs –**

Completely Randomized Design, Randomized Complete Block Design, Latin Square Design, Factorial Design, and Analysis of Covariance

BLOCK -2

UNIT- 4 **Method's and techniques of Data Collection-**

Primary and Secondary Data, Methods of Collecting Primary data, Merits and Demerits of Different Methods of Collecting Primary data, Designing a Questionnaire, Presenting a Questionnaire, Editing of Primary data, Technique of Interview, Collection of Secondary data, Scrutiny of Secondary data

UNIT- 5 **Sampling and Sampling Designs-**

Advantages of Sampling over census, Simple Random Sampling, Sampling Frame, Probabilistic Aspects of Sampling, Stratified Random Sampling, Other methods of Sampling, Sampling design, Non Probability Sampling Methods.

UNIT- 6 **Attitude Measurement and Scales –**

Attitudes, Attributes and Beliefs, Issues in Attitude Measurement, Scaling of Attitudes, Deterministic

Attitude Measurement Models: The Guttman Scale, Thurstone's Equal-Appearing Interval scale, The Semantic Differential Scale, Summative Models: The Likert Scale, The Q-short Technique, Multidimensional Scaling, Selection of an Appropriate Attitude Measurement Scale, Limitations of Attitude Measurement Scales

BLOCK -3

UNIT- 7 Data Processing –

Editing, Coding and Classification of Data, Statistical Series, Table as Data Presentation Devices, Graphical Presentation of Data

**UNIT- 8 Statistical Analysis and Interpretation of Data :
Non Parametric Test's –**

one sample Tests, Two Sample Tests, K Sample Tests

UNIT- 9 Multivariate Analysis of Data –

Regression Analysis, Discriminant Analysis, Factor analysis

UNIT- 10 Model Building and Decision-Making –

Models and Model Building, Role of Models in Managerial Decision-making, Types of Models, Objectives of Modeling, Model Building/ Model Development, Model Validation, Simulation Models.

BLOCK -4

UNIT- 11 Substance of Report's-

Proposal, Categories of Report, Reviewing the Draft.

UNIT- 12 Format's of Report's-

Parts of a Report, Cover and Title Page, Introductory Pages, Text, Reference Section, Typing Instructions, Copy reading, Proof Reading

UNIT- 13 Presentation of a Report –

Communication Dimensions, Presentation Package, Audio-Visual Aids, Presenter's Poise

M.COM.-1.3

Economic and Social Environment

BLOCK -1

UNIT- 1 Economic Environment of Business –

Environment of Business, Some Basic Propositions, Economic Environment, Critical Elements, Indian Economic Environment, Economic Environment and Business Management, Economic and Non-economic Environment: The Interaction Matrix.

UNIT- 2 Socio-Cultural and Politico Legal Environment–

Sociological Environment, Critical Elements, Understandings the Sociological Environment Of Business, Social Responsibility of Business, Social Responsibility of Business: The Indian Dilemma.

UNIT- 3 Politico Legal Environment –

Some Critical Elements, Indian Industrial strategy: Government View, Government Machinery for Indian Industrial Economy, Understanding the Legal Environment of Business

BLOCK -2

UNIT- 4 Structural Dimension of Indian Economy-

Economic Growth and Development, Indian Economic Growth Experience, Basic Structural Change in the Economy, India's Saving and Investment: Trends and Components, India's Monetary and Price Trends, Other Structural Dimensions, Demographic Trends and Structure.

UNIT- 5 Structure of Indian Economy –

Industrial Growth Experience: An Overview, Industrial Changes in the Indian Industry, Ownership Pattern of the Industrial Sector

UNIT- 6 Public Sector in India –

Objectives and Scope of Public Sector, Structure and

Growth of Public Sector, Working of Public Sector, Performance of Public Sector

UNIT- 7 Private Sector in India –

Nature and Scope of the Private sector on India, Growth and Structure of the Private sector on India, Problems and Prospects of the Private sector on India.

UNIT- 8 Small Scale Industry in India –

Definition of Structure of SSI and Data Sources, Industrial Policy for Small Scale Industry, Institutional Infrastructure for SSI, Policies and Programmes for SSI, Growth of Small Scale Industry in India, Small Scale Industry: Problems and Prospects.

UNIT- 9 Sickness in Indian Industry –

Meaning of Industrial Sickness, Overview of Industrial Sickness in India, Factors Responsible for Industrial Sickness, Measure to Tackle Industrial Sickness.

BLOCK -3

UNIT- 10 Planning Goals and Strategies –

Long Term Goals in Planning, Planning Strategies Adopted in Various Plans, Three Major Strategies Adopted Since 1956.

UNIT- 11 Evolution Industrial Policy –

Industrial Policy of 1948, Industrial Policy of 1956, Industrial Policy Statement, 1977, Industrial Policy of 1980.

UNIT- 12 Regulatory and Promotional Policy Frame work –

Industrial Licensing, Control of Large or Dominant Firms, Foreign Investment Control, Public Sector Enterprise Preferences, Small Scale Industry, Industrial Location, Administered Prices, Taxation, Impact of Regulatory Framework on Industrial Structure and Performance.

BLOCK -4

UNIT- 13 India's Foreign Trade

India's Foreign Trade: Trends, India's Foreign Trade: Composition, India's Foreign Trade: Direction.

UNIT- 14 India's Balance of Payment's –

Financing Payments Deficits: The International Monetary System and Special Drawing Rights, Importance of Balance of Payments, India's Balance of Payments:1950-51 to 1996-97, Exchange Rate and Balance of Payments :Rupee Convertibility, India's Balance of Payments: Viable or Vulnerable

UNIT- 15 India's Export Import Policy –

India's Exim Policy: A Backdrop, The Foreign Trade Regime: Analytical Phases and Changes over Time, India's Exim Policy: Phases of Changes, India's Import Regime(1950-89) : Major Features, Export Policies and Incentives(1950-89), EXIM Policies in the 90s, Trade Policy Reforms, Export-Import Policy (1997-2002).

UNIT- 16 Foreign Capital and Collaboration's –

Merits of Foreign Capital, Foreign Investment Policy in India: An overview, Foreign Investment Policy 1948-1990, Trends in Foreign Investment and Collaborations:1948-1990, Foreign Investment Policy: 1991 Onwards, Foreign Investment & Collaborations in the 90s,

UNIT- 17 India's External Debt –

External Debt: Scope and Classification, India's External Debt: Methodological Issues, External Assistance to India: Authorisation and Utilization (1950/51-1988/89), Sources of External Assistance, External Debt in the 90s, Debt service Payment External Debt: International Comparisons, External Debt and Debt Serving Burden: A Comment.

BLOCK -5

UNIT- 18 Industrial Policy 1991-

Backdrop, Industrial Licensing, Foreign Investment, Public sector Policy MRTP Act, Impact of Industrial Policy: Initial Trends.

UNIT- 19 Economic Reform's Liberalization, Globalization and Privatization –

Liberalization, Globalisation, Privatisation, Liberalization Globalisation Privatisation: To Work for A Common goal, Review of Economic Reforms Related to Liberalization, Globalisation and Privatization.

UNIT- 20 Financial Sector Reform's –

Basic Functions of Money, Indian Financial System, Financial Reforms.

UNIT- 21 Fiscal Sector Reform's –

Domain of Public Finance, Public Finance Theory: Basic Concepts, India's Fiscal Economic Reforms and Growth Rate of GDP Policy, Tax Reforms.

UNIT- 22 Economic reform's and Social –

Economic Reforms and Growth Rate of GDP Policy, Economic Reforms and Control of Inflation, Economic Reforms and their Impact on Poverty, Economic Reforms and Employment, Economic Reforms and Foreign Investment, Economic Reforms and India's External Debt, Economic Reforms and Multinational Corporations, Economic Reforms and India's Foreign Trade, Neglect of Agriculture- The Major sin of Economic Reforms, Economic Reforms and Social Security.

MCOM-2.1

Accounting and Finance for Manager's

BLOCK -1

UNIT- 1 Accounting and it's Function's-

Scope and Emerging Role of Accounting, Accounting as an Information system, Role and Activities of an Accountant, Accounting Personnel, Nature of accounting Function, Organisations for Accounting and Finance

UNIT- 2 Accounting Concept's and Standard's –

Accounting Framework, concept and Standards, Changing Nature of GAPP, Attempts Towards Standardization and Accounting Standards in India

UNIT- 3 Accounting Information and its Application's-

Purposes of Accounting Information, Accounting and Control in Organisations, Profit and Case Balance Distinguished, uses of Earnings Information and uses of Balance Sheet.

BLOCK-2

UNIT- 4 Construction and Analysis of Balance Sheet-

Conceptual Basis of a Balance Sheet, Constructing a Balance Sheet, Form and Classification of Items

UNIT- 5 Construction and Analysis of Profit and Loss Account-

The linkage between Profit and loss account and Balance Sheet, Measurement of Income, Preparation of Profit and Loss account, indirect Expenses, Methods of Depreciation, Form of Profit and Loss account, Cost of goods sold, Methods of Inventory valuation, Gross Profit, Operating profit, Net profit

UNIT- 6 Construction and Analysis of Fund Flow Statement-

Working Capital and its Need, Determining working

Capital Requirements, Sources of funds, Uses of Funds, Factor Affecting Fund Requirements, Analysing Change in Working Capital, Fund Flow Statement.

BLOCK- 3

UNIT- 7 Understanding and Classifying Cost's-

Cost accounting, costs, Elements of Cost, Components of Total Cost, Cost sheet, Classification of Costs, some other concepts of Costs.

UNIT- 8 Absorption and Marginal Costing-

Absorption Costing, Marginal Costing, Absorption Costing and Marginal costing: Differences, Marginal cost, Segregation of Semi-Variable Costs, contribution, Break even analysis, Utility of Marginal costing, Limitations.

UNIT- 9 Cost-Volume Profit Analysis-

Meaning, Interplay and Impact of Factors on Profit, Profit Graph, Cost Segregation, Marginal cost and Contribution.

UNIT- 10 Variance Analysis-

Meaning of Variance, Cost Variances, Direct Material variances, Direct Labour Variances, Overhead Variances, Sales Variances, Control of Variances, Variance Reporting.

BLOCK- 4

UNIT- 11 Ratio Analysis-

Classification, The Norms For Evaluation, Computation and Purpose, Managerial Uses of the Primary Ratio.

UNIT- 12 Leverage Analysis-

Concept, Measures, and Effects of Financial Leverage, Operating Leverage, Combined Leverage, Financial Leverage and Risk.

UNIT- 13 Budgeting and Budgetary Control -

UNIT- 14 Investment Appraisal Methods-

Types of Investment Proposal, Need of Appraisal, Project Report, Methods of Appraisal, Depreciation, Tax and Inflows, Cost of Capital, Limitations of Investment Appraisal Techniques.

BLOCK- 5

UNIT- 15 Management of Working Capital-

Significance of Working Capital, Operating Cycle, Concepts of Working Capital, Kinds of Working Capital, Importance of Working Capital Management, Determinants of Working Capital Needs, Approaches of Managing Working Capital, Measuring Working Capital, Working Capital Management Under Inflation, Efficiency Criteria.

UNIT- 16 Managing Cash Needs-

Need of Cash, Determining Optimal Cash Balance, Cash Management, And Cash Budgeting

UNIT- 17 Capital Structure-

Meaning Features of an Appropriate Capital Structure, Determinants of Capital Structure.

UNIT- 18 Dividend Revision-

Forms of Dividend, Dividend Policy, Role of Financial Manager, Role of Board of Directors, Factors Affecting Dividend Decision.

MCOM-2.2

Marketing for Management

BLOCK -1

UNIT- 1 Introduction to Marketing-

Meaning of Marketing, Marketing Mix, and Marketing Strategy.

UNIT- 2 Marketing in a Developing Economy –

Marketing at Different levels of Economic Development, Relevance of Marketing in Developing Economy, Areas of Relevance, and The Relevance of Social Marketing

UNIT- 3 Marketing for Services –

The Concept of Services, Reasons for Growth of the Service Sector, Characteristics of Services, Elements of Marketing Mix in Service Marketing, Product Pricing, Promotion, Distribution, People, Physical Evidence and Process.

BLOCK-2

UNIT- 4 Planning Marketing Mix-

The Elements of Marketing Mix, the Place of Marketing Mix in Marketing Planning, The Relationship between Marketing Mix and Marketing Strategy, The Concept of Optimum Marketing Mix.

UNIT- 5 Market Segmentation –

The Concept of Market and Segment, Market Segmentation versus Product Differentiation, Benefits and doubts about Segmentation, Forming Segments, Bases for Segmentation and Selection of Segments

UNIT- 6 Marketing Organization –

Principles of Designing an organization, Marketing Organisations – Changing role, Considerations involved and methods of Designing the Marketing Organisations, and Organisations of Corporate

Marketing.

UNIT- 7 Marketing Research and its Applications –

The Context of Marketing Decisions, Definition, Purpose and Scope of Marketing Research, Marketing Research procedure, Applications and Problems of Conducting Marketing Research, Marketing Research in India.

BLOCK- 3

UNIT- 8 Determinant's of Consumer Behavior –

Importance of Consumer Behavior, Types of Consumers, Buyer versus User, A model of Consumer Behavior, Factors influencing Consumer Behavior- Psychological, Personal, Social and Cultural Factors.

UNIT- 9 Modeled of Consumed Behavior –

Decision, Levels of Consumer Decisions, Process of Decision- Making, Types of Purchase Decision Behavior, Stages in the Buyer Decision Process, Models of Buyer Behavior

UNIT- 10 India Consumer Environment –

Demographic Characteristics, Income and consumption Characteristics, Characteristics of Organisational Consumers, Geographical Characteristics, Market Potential, Socio cultural Characteristics.

BLOCK- 4

UNIT- 11 Product Decisions and Strategies –

Product and its types, Marketing Strategy for different types of Products, Product Line Decision and Diversification.

UNIT- 12 Product Life Cycle and New Product Development

The Product Life Cycle Concept, Marketing Mix at Different Stages, Option in Decline Stage and New Product Development Strategy.

UNIT- 13 Branding and Packaging Decisions –

Brand Name and Trade Mark, Branding Decisions, Advantages and Disadvantages of Branding, Brand Name Selection, Packaging, Packaging Industry, Functions of Packaging and Legal Dimensions of Packaging

BLOCK- 5

UNIT- 14 Pricing Policy & Practices –

Determinants of Pricing, Role of Costs in Pricing, Pricing Methods, Objectives of Pricing Policy, Consumer Psychology and Pricing, Pricing of Industrial goods, Pricing over the Life- Cycle of the Product, Nature and Use of Pricing Discounts, Product Positioning and Price, Non-price Competition.

UNIT- 15 Marketing Communication –

Process, Influence, The Promotion Mix- Determining, The Promotion Budget.

UNIT- 16 Advertising & Publicity –

Meaning, Type, objectives and Role of Advertising, Advertising Expenditure-Indian scene, Advertising Management, Developing Advertising Copy and Message, Selecting and Scheduling Media, Measuring Advertising Effectiveness, Coordinating with Advertising Agency and Publicity.

UNIT- 17 Personal Selling & Sales Promotion-

Role of Personal Selling, Types of Selling jobs, The Selling Process, Sales Promotion-Objectives and Methods, Planning Sales Promotion and Promotional Strategy.

BLOCK -6

UNIT- 18 Sales Forecasting –

Meaning, Process, Approaches and Methods of Sales Forecasting, Product Sales Determinants, Status of Sales Forecasting Methods Usage, The Evaluation of Forecasts, Computerized Sales Forecasting, Relating

the sales Forecast to the Sales Budget and Profit Planning.

UNIT- 19 Distribution Strategy –

Importance of Channels of Distribution, Alternative Channels of Distribution, role of Middleman in Indian Economy, Selecting an Appropriate Channel, Physical Distribution Tasks, Location of fixed Facilities, Specific Issues Relating to Maintenance of Stock.

UNIT- 20 Managing Sales Personnel –

Selling and Sales Management, Recruitment and Selection of Salesman, Training, Motivating and Controlling of Sales Personnel.

UNIT- 21 Marketing and Public Policy –

Regulatory Role of the Government, Role of government in Marketing Decision-Making Process, Impact of Government Control on Product Decisions, Pricing Decisions, Promotional Decisions and Channel and Distribution Decisions.

M.COM.-2.3

International Business Environment

BLOCK -1

UNIT- 1 Introduction –

International Business- Concept, Nature and Importance, Growth of International Business and FDI, Dimensions of International Business, Central Actors in International Business, Differences Between Domestic and International Business, Trades in Goods and Services, State Trading in International Business, International Trading Houses, International Business in World Economy, Globalisation of Business, World's Largest Multinationals.

UNIT- 2 International Business Theories –

Foundations of International Business, International Trade Theories- Theory of Mercantilism, Absolute Cost Advantage and Comparative Cost Advantage. Heckscher-Ohlin Model, Leonief Paradox, FDI Theories - Market Imperfections, Product Life Cycle and Transaction Cost Approach, The Eclectic Paradigm.

UNIT- 3 International Investment Process and Finance–

Introduction, Internationalisation of Firms, Corporate Life Cycle Theory, Alternate Methods of Entry- Licensing, Franchising, International Joint Ventures, Subsidiaries and Acquisitions, Strategic Alliances. Models for Making Entry Mode Choice, Determinants of International Investment Decisions- FDI as a Response to risks, Factors Influencing Foreign Investment Decisions, Choice of Locations for FDI- Interface between strategy and choice of Location, Transfer Pricing.

BLOCK-2

UNIT- 4 Structural Design of MNEs –

introduction, Pattern of Evolution, Managerial

attitudes and Structure, American MNEs, Japanese MNEs, European MNEs, Organisations of ASEA BROWN BOVERI Designing Appropriate Structure

UNIT- 5 Strategic Planning in MNEs –

Introduction, Types of MNEs, Planning Needs, Planning Focus, Planning Modes, MNEs Planning in Practice, Subsidiary Development Path, Pitfalls in Planning, Environmental Volatility and Scanning, scanning Mode, Comparability

UNIT- 6 Strategic Considerations –

introduction, Ownership Strategy, Choice of Strategy, Strategic Alliances, Integration and Responsiveness, Managing a Multifocal Strategy, Building New Perspectives, Maintaining a Dynamic Balance, Flexible Coordination, Commitment.

BLOCK- 3

UNIT- 7 Control and Information in International Business-

Introduction, Objectives of Control in Multinationals, Approaches to Control, National Cultural Traits, Decision Making authority, Ownership and Control, Control and Organisational structure, The Control Process, Reporting and Information System, Control through Communication, Accounting Aspects of Multinational Control system, Controlling Joint ventures.

UNIT- 8 Performance Measurement and Evaluation –

introduction, Basic Concepts, Variables of Performance, Mechanics and Modalities, Tools and Technique, comparative and Historical Analysis, Productivity, Project performance Evaluation, socio-Economic Performance, Performance Evaluation of International Trading, Evaluation Systems, Performance evaluator, Perquisites and Precautions, Performance of Transnational in India

UNIT- 9 Multinational Corporate Culture and Host Countries –

MNCs :Nature and Characteristics, Decision-Making, Infra-firm Trade and transfer Pricing, Technology Transfer, Employment and Labour Relations in Host Country, Management Practices of MNCs, MNCs and Host Countries' Government Policies, Forms of Government Collaboration

BLOCK- 4

UNIT- 10 Human Resource management in MNEs –

introduction, Approaches to Nationality Problem, Cross-Cultural Perspectives, Recruitment :Sources and stages, Selection Criteria and Techniques, Management Development and Training, Cross-National Transfers and Promotions, Compensation Policy, Managing Managers of foreign Subsidiaries, Managing Labour Force in Subsidiaries, Human Resource Management Practices

UNIT- 11 Production Management and Logistics-

introduction, The Nature of Production System, Sourcing and Procurement : Centrilsed Vs Decentrilsed Approach, Source Market Matrix, Sourcing Policies and Practices, Make or Buy Decisions, Location of Production Facilities : Comparative Advantage A Critique of Comparative Advantage :international Competitiveness, Other Locational Determinants, Plant Location Decision, Evidence on Locational Advantage, International Logistics, The Nature of Production Facilities-Technology, Design and Size, New Production Techniques- Just in Time, Total Quality Management, and Flexible Manufacturing System.

UNIT- 12 Negotiation's in International Business-

introduction, Negotiations and Communication, Cross Cultural Negotiation Process, Planning and Preparation for Negotiations, Managing Negotiations, Negotiating Skills, Re- Negotiation, Arbitration of

Disputes, Comparative Negotiating styles

BLOCK- 5

UNIT- 13 International business and Developing Countries

–

Introduction, Motivations for MNE Operations in LDCs, FDIs in LDCs, MNEs and New International Economic Order, Determinants of FDIs, Impact of FDIs on LDCs, FDIs from LDCs

UNIT- 14 Regional Trade Grouping's and Cooperation –

Dynamics of Regional Trade Groupings, Regional Groupings: Developed and Developing Countries, Experience During the 1980s, Latin America, Asean, APEC and EAEC, SAARC.

UNIT- 15 International Intervention and International Business –

international intervention- needs and Type, World Bank Affiliates and Promotion of International Business, UN Commission on Transnational Corporations, UNCTAD, Technology Transfer and RBPs, ILO Tripartite Declaration, OECD Guidelines, GATT and international Business.

UNIT- 16 Multilateral Negotiation's –

control of Transnational Corporations over Global Economy, Framework of Negotiations, Basis of Negotiations, Negotiations as the Code of Conduct on Transnational Corporations, issues and Objectives of Negotiations, Structure of the Draft Code, Negotiations on Code of Conduct, Negotiations on Code of Conduct on Transfer of Technology, Origin of Code Negotiations, Role and Relevance of the Code, Structure of the Draft Code and its Major Features, Major Features of the Code, Comments on the Outcome of Negotiations on Code of Conduct on Technology.

M.COM.-3.1

Financial Management

- Unit -1 Financial Management:**
Nature, Scope, Concepts, Objectives of Financial Management, Role of Finance Manager, Time Value of Money.
- UNIT-2 Capital Structure:**
Concepts, Principles and Criteria of its Determination, Capitalisation Theories (Relevant and Irrelevant), EBIT, EPS, Indifference Point, Designing of appropriate Capital Structure, Over and Under Capitalisation.
- UNIT-3 Working Capital Management:**
Working Capital Concepts, Appropriateness of Working Capital Management, Working Capital, Investment Decisions & Financing Decisions, Inventory Management, Cash Management and Receivable Management.
- UNIT-4 Cost of Capital:**
Concepts, Measurement of Specific Cost of Capital, Equity, Debt, Cost of Capital, Cost Related Earnings, Weighted Average Cost of Capital, Capital Budgeting, Techniques of Capital Budgeting: PV Ratio, NPV, IRR & ARR etc.
- UNIT-5 Dividend Policy,**
Management of Retained Earnings, Dividend Policy Theories, Practices, Acquisition of Funds: External and Internal Forms of Corporate Financing: Share, Debentures, Ploughing Back of Profits

M.COM.--3.2

INTERNATIONAL MARKETING

BLOCK-1

UNIT-1 Scope and Size of international Markets –

Definitions, Reasons and Motivations Underlying International Trade and International Business, Exchange Rate and Balance of Payments, Basic Modes for Entry, Nature of International Marketing, Role of Government in Foreign Trade, India's Foreign Trade, Regional Economic Groupings

UNIT-2 Conceptual Framework –

Global and Domestic Marketing, Global Marketing: A Conceptual Framework, Some Concepts

UNIT-3 Institutional Framework –

Institutional Set-up, Consultative and Deliberative Bodies, Commodity Organisations, Service Institutions, Government Participation in Foreign Trade

BLOCK-2

UNIT-4 Cultural Environment of International Business–

Definition of Culture, Elements of Culture ,Culture Analysis

UNIT-5 Political and Legal Environment for International Marketing-

Political Risk: A Definition, Assessing and Managing Political Risks, Management of Political Risk, International Marketing and the Legal Environment, The Development and Scope of International Law, Legal issues in International Marketing, Legal Environment in India: An Export Perspective, General Agreement on Tariffs and Trade (GATT)

UNIT-6 Trade, Monetary and Financial Environment –

Underlying Rationale, World Trade- A Temporal Analysis, Trade Patterns: An Analysis, The Debt Problem, Major Developments in the International Economy, Developments in International Monetary System, Financial Environment, IMF and World Bank

BLOCK-3

UNIT-7 Import- Export Policy of India –

Main Features, Imports, Exports, Export Promotion Capital Goods Scheme, Duty Exemption Scheme, Export Houses, Trading Houses & Star Trading Houses, Export oriented units & Units in Export Processing Zones,

UNIT-8 Import- Export Documentations –

Need, Kinds of Documents, Commercial Invoice, Proforma Invoice, Packing List, Marine Insurance Policy/Certificate, Bill of Exchange, Letter of Credit, Bill of Lading, Air Way Bill (AWB) Air Consignment Note, Combined Transport Document (CTD), Export Inspection Certificate, Certificate of origin, Consular Invoice, Shipment Advice, GR/PP/VPP/COD Forms, ar4/ar4 a Form, GPI/GPII Form, Shipping Bill, Auxiliary Document, Shipping Instruction Form, Application for Export Inspection, Shipping Order, Mate Receipt, Dock Challan, Documents in Import Trade, Bill of Entry, Export Documentation and Procedures – Step by Step, Simplified Export Document, Some useful tips,

BLOCK – 4

UNIT – 9 International Product Policy and Planning –

International Product Life-cycle, International Product Policy, Planning the International Product Mix, Branding, Labeling, Packaging and Organisation of Product Warranties and Service, International Marketing of Services,

UNIT – 10 International Advertising –

International Advertising strategy, Elements of Advertising Strategy, Media Strategy, Advertising Agency, International Advertising Scene.

UNIT – 11 International Pricing Policy –

Components of Price, The Process of Price Setting, Pricing in International Market, Information for Pricing Decisions, Sources of Price Information, Issues in International Pricing.

UNIT – 12 International Distribution and Sales Policy –

International Distribution Channels, International Distribution Policy, Selecting Distribution Channels and Channel Members, International Physical Distribution Management,

M.Com. 3.3

INDIA'S FOREIGN TRADE

FIRST BLOCK

UNIT -1 INDIA'S FOREIGN TRADE –

Foreign Trade and Development, Trend's in India's Foreign Trade, Composition of Foreign Trade- Composition of Exports and Imports, Direction of Foreign Trade- Direction of Export and Imports, Major Problems of India's Export Sector.

UNIT – 2 INDIA'S BALANCE OF PAYMENT-

Concepts of Balance of Payments- Balance of Trade and Balance of Payment Accounting, Salient Features of Balance of Payments, India's Current and Capital account, Role of Invisibles in Balance of Payments, Recent Policy Measures - Foreign Exchange Policy, Convertibility

UNIT – 3 India and World Trade –

Issues in World Trade- Regionalism vs. Multilateralism, Globalisation and Liberalisation, Electronic Commerce and Electronic Data Interchange, Environment, Trends in World Trade- World Trade Development by Region, Composition of World Trade, World Trade Developments by Country, Role of International Organisations in World Trade, India and World Trade, Strategy for Integrating India With the World.

BLOCK -2

UNIT – 4 INSTITUTIONAL FRAME WORK POLICIES –

The Rationale and Evolution of Export Promotion In India, Organisations Involved in Export Promotion, Regulatory Mechanisms in Export Promotion, Export Promotion Measures in India, Constraints Hampering Effective Export Promotion Effort, Guidelines for Effective Export Promotion Strategies

UNIT – 5 TRADE POLICY-

Evolution of Trade Policy in India, Export Policy, Import Policy, Tariff Policy, WTO Regime and India's Policy Making

UNIT – 6 INDUSTRIAL AND INVESTMENT POLICY –

Evolution of Industrial Policy, New Industrial Policy, 1991, Nature and Importance of Foreign Investment, Foreign Investment Policy in India, Inflow of FDI in India –Country-Wise inflow, Industry-wise Distribution, An Evaluation of investment Policy.

UNIT – 7 EXPORT PROCESSING ZONES-

Meaning of EPZs and EOUs- Eligibility and approvals, Benefits and Facilities, Export Performance, Special Economic Zone- Approvals and Criteria, Benefits and Facilities, Export House, Trading House, Star Trading Houses and Superstar Trading Houses- Eligibility Criteria, Benefits and Facilities.

BLOCK--3

UNIT – 8 AGRICULTURAL PRODUCTS-

India's Export of Agricultural Products- Composition of Agricultural Exports, Markets for Agricultural Products, WTO and Agricultural Exports, Government's Measures to Enhance Agricultural Exports, Strategies to Boost Export

UNIT – 9 TEXTILES AND GARMENTS-

An Overview of Indian Textile Industry, Indian Textile Export, Trends in Readymade Garments Exports, Strength and Weakness of Industry, The agreement on Textile and Clothing- Implications for India, Future Prospects and Strategic Responses.

UNIT – 10 GEMS AND JEWELLERY AND HANDICRAFTS-

Composition of Handicrafts, An Overview of Handicrafts Industry in India, Export of Handicrafts and Gems and Jewellery from India- Exports of Handicrafts, Exports of Gems and Jewellery, India's

Competitive Advantages and Disadvantages, Export Prospects of Handicrafts and Gems and Jewellery, Measures for Export Development of Handicrafts and Gems and Jewellery – Measures for Export Development of Handicrafts, Measures for Export Development of Gems and Jewellery

UNIT – 11 LEATHER PRODUCTS-

Trends of Leather Exports from India –Commodity Composition, Markets, World Trade, Avenues and Prospects, India's Competitive Advantages and Disadvantages, policies and Strategies to Boost Export.

FOURTH BLOCK

UNIT – 12 ELECTRONICS COMMODITIES –

Export Scenario, Avenues and Prospects, India's Competitive Advantages and Disadvantages, Policies and Strategies to Boost Exports, Problems of the Indian Electronics Industry.

UNIT – 13 ENGINEERING GOODS-

Indian Engineering Industry, Exports of Engineering Goods, Problems of Engineering Goods Export, Export Promotion Strategies

UNIT – 14 CHEMICAL GOODS-

Industry Highlights, Growing Responsibilities, Export from India, Avenues and Prospects, India's Competitive Advantages and Disadvantages, Problems and Suggestions

UNIT – 15 SERVICES-

Definition, Issues in International Trade in Services, India's Export and Avenues of Services, India's Competitive Advantages and Disadvantages, Suggestions to Boost Services Export.

FIFTH BLOCK

UNIT – 16 UNITED STATES OF AMERICA –

Economic Structure of USA, Recent Economic Development in USA, Foreign Trade of USA, India's Economic Reforms, Indo-US Trade, Indo-US Trade Prospects

UNIT – 17 EUROPEAN UNIONS AND CIS COUNTRIES-

An Overview of European Union, EU's Trade Relations With Third Countries, EU- India Trade, General Implications, Commodity -wise Analysis, CIS-Background, India-CIS Trade Relations, India-CIS Trade, Challenges and Opportunities.

UNIT – 18 JAPAN-

Economic Structure of Japan, Recent Economic Development in Japan, Foreign Trade of Japan, India's Economic Reforms, Indo Japanese Trade, Indo Japan Trade Prospects.

UNIT – 19 ASEAN AND SAARC –

Objectives of ASEAN, Economic Cooperation, ASEAN Summits, ASEAN Cooperation with Dialogue Partners, India and ASEAN Dialogue Partnership, INDO- ASEAN Trade and Economic Relations, India ASEAN Trade Prospects, Objectives of SAARC, SAARC Summits, SAARC Economic outlook and External Relations, India SAARC Trade, India SAARC Trade Prospects, SAARC Preferential Trading Arrangement, Formation of SAPTA and Journey Towards SAFTA,

UNIT – 20 WEST ASIA –

Economic Structure of Selected Countries of West Asia- Bahrain, Iran, Jordan, Kuwait, Qatar, Saudi Arabia, and Arab Emirates .Foreign Trade of Selected Countries of west Asia, India's Economic Reforms, India's Trade With Selected West Asian Countries- Bahrain, Iran, Jordan, Kuwait, Qatar, Saudi Arabia, and Arab Emirates, Trade Prospects Between India and west Asia

M.COM.-4.1

EXPORT- IMPORT PROCEDURES AND DOCUMENTATION

FIRST BLOCK EXPORT-IMPORT DOCUMENTATION AND POLICIES

Unit -1 Export –Import Trade Regulatory Framework-

An Overview of Legal Framework, Foreign Trade (Development and Regulation Act.1992), Foreign Exchange Management Act.1962, The Custom Act.1962, Export (Quality Control and Inspection) Act.1963, Objectives of Export- Import Policy, General Provisions Regarding Export and Imports

Unit -2 Export Sales Contract, -

Nature of Export Sales Contract, Form of Contract, Distinction between Sales contract and Export sales contract, International contract Terms, Rights and Duties Under Principal Incoterms, General Conditions in Export Contracts, Special Contracts, Methods of Dispute Settlement

Unit- 3 EXPORT IMPORT DOCUMENTS-

Rationale of Documents, Commercial Perspective, Legal Perspective, Incentive Perspective, Kinds and Functions of Documents- Commercial, Legal Regulatory and Claiming Incentives Documents, Standardised Pre- shipment Export Documents, Import Documents.

Unit -4 Electronic Data Interchange System-

Benefits of EDI, Key Components of an EDI System, EDI and Bar Coding, EDI Standards, Value Added Network Services, Business Approaches to EDI- Role of EDI in Business and Developing an EDI Plan

Unit -5 Processing of an Export Order-

Nature and Format of Export Order, Examination and Confirmation of Export Order, Manufacturing of Procuring Goods, Central Excise Clearance, Pre-

shipment Inspection, Appointment of Clearing and Forwarding Agents, Transportation of Goods to Port of Shipment, Port Formalities and Customs Clearance, Dispatch of Documents by Forwarding Agents to the Exporter, Certificate of Origin and Shipment Advice, Presentation of Documents to Bank, Claiming Export Incentives- Excise Rebate and Duty Drawback.

SECOND BLOCK - TERMS OF PAYMENTS AND FINANCING PRACTICES

Unit - 6 TERMS OF PAYMENTS-

Terms of Payment, Advance Payment, Documentary Credit- Parties in Documentary Credits, Details Included in Letter of Credit, Partial Mechanism, Different Kinds of Letter of Credit, Documents Required Under Letter of Credit, Guidelines for the Exporters, Forms of Documentary Credit, Documents against Payment and Acceptance, Open Account With Provisions for Periodic Settlement, Shipment on Consignment Basis.

Unit - 7 EXCHANGE CONTROL REGULATIONS AND FACILITIES CONCERNING EXPORTS-

Foreign Exchange, Objectives of Exchange Control, Foreign Exchange Management Act, 1999, Regulation and Management of Foreign Exchange, Other Provisions, Export Declaration Forms

Unit - 8 EXPORT FINANCE- Institutional Framework, Pre-Shipment Finance-

Packing Credit, Advance Against Incentives, Pre-shipment Credit in foreign Currency, Post-Shipment Finance- Negotiation of Export Documents Under Letters of Credit, Purchases/ Discount of Foreign Bills, Advance against Bills sent on Collection, Goods Sent On Consignment, Export Incentives, Undrawn

Balances, and Retention Money, Post Shipment Export Credit Guarantee and Export Finance Guarantee, Post Shipment Credit in Foreign Currency, Export under Deferred Payments, Deferred Credit Facilities, Role of Export and Import Bank of India, Recent Developments in Export Financing.

Unit - 9 EXPORT CREDIT INSURANCE-

Meaning of Credit risk, Organisations Covering Credit risk, Types of Cover Issued by ECGC- Standard Policies, Specific Policies, Service Policy, Construction Work Policy, Basic Principles of ECGC Operation, Procedure for Taking a Policy and Claim, Small Exporter's Policy, Financial Guarantees

Unit - 10 IMPORT FINANCE-

Import Financing, The Regulatory Framework, Exchange Control Regulations Concerning imports, Methods of Import Finance- Financing Import under Letter of Credit, Against Bills under Collection, Imports against Differed Payment, and under Foreign Credit, Import Loans by Export Import Bank of India

THIRD BLOCK EXPORT IMPORT TRADE OPERATIONS

Unit – 11 PREPARING FOR SHIPMENT-

Packing of Goods, Nature of Export Cargo, Liner and Tramp Shipping Services, Conference and Charting Practices, Air Freight, Quality Control and Pre-Shipment Inspection, ISO 9000, Role of Clearing and Forwarding Agent, Movement of Goods to Port.

Unit – 12 CARGO INSURANCE-

Need for Cargo Insurance, nature of Cargo Insurance Policy, Kinds of Perils- Maritime, Extraneous, War and Strike Perils, Types of Losses- Total Loss, Particular Loss, Coverage and Institute Cargo Clause, Exclusion Clauses and Recoverable Expenses, Types of Policies- Specific Voyage Policy, Open Cover and

Open Policy, Insurance Claims- Responsibilities of the Insured, Filing Claims and Documents for Claims

Unit – 13 SHIPMENT OF EXPORT CARGO-

Stages of Shipment, Central Excise formalities- Excise Rebate Policy, Procedural formalities, Customer Clearance Formalities- Legal Framework, Customs Clearance Stages, Documentary Requirements, Procedural Formalities, Port Procedures

Unit – 14 CUSTOM CLEARANCE OF IMPORT CARGO-

Objectives of Custom Clearance, Legal Framework, Basic Information documents and Duties- Basic Information, Documents Duties, stages of Custom Clearance Procedure of Custom Clearance, Electronic Data Interchange.

FOURTH BLOCK - EXPORT ASSISTANCE AND SUPPORT MEASURES

Unit – 15 Importance of Institutional Infrastructure

Government Policy Making and Consultations, Export Promotion Councils and Commodity Boards, Technical and Specialised Services Assistance- Indian Institute of Packaging, Export Inspection Council and Agencies, Export Credit and Guarantee Cooperation, Exim Bank for Long Term Credit, Indian Council of Arbitration, Federation of Indian Export Organisations, India Trade Promotion Organisations, Indian Institute of foreign Trade, National Institute of Fashion Technology, Commercial wing of Indian Embassies Abroad, Government Participation in Foreign trade, Organisational Setup in the states.

Unit – 16 EXPORT ASSISTANCE IN INDIA-

Importance, Expansion of Production Base for Exports- Relaxation in industrial Licensing Policy/ MRTP/ FERA/Foreign Collaborations, Liberal Import

of Capital Goods, Export Processing Zones, Export Oriented Units, Special Economic zones, Electronic Hardware Technology Parks and Software Technology Park Units, Assured Supply of Raw Material Imports, Eligibility for Export/ Trading/ Star Trading/ Super star Trading House, Export Houses status for Export of Services, Rendering Exports Price- Competition- Fiscal and Financial Incentives, Strengthening Export Marketing Effort.

Unit – 16 PROCEDURES FOR CLAIMING EXPORT INCENTIVES-

Need for Procedural Formalities, Duty Drawback Scheme - Drawback Rates, Procedure for Claiming Duty Drawback, Refund of Central Excise, Duty Exemption/ Remission Scheme, Tax Exemption - Income Tax and Sales Tax Exemption.

M.COM.-4.2

INTERNATIONAL MARKETING LOGISTICS

FIRST BLOCK

UNIT-1 Introduction to Marketing Logistics-

Concept of Marketing Logistics, Objectives of Marketing Logistics, Importance of Marketing Logistics, Logistics Tasks. Logistics and Marketing, Domestic and International Logistics, Recent Development in International Logistics, Role of Information Technology

UNIT-2 INTERNATIONAL MARKETING STRATEGIES AND LOGISTICS-

Customer Service, Strategic Logistics Planning, Strategic Distribution Arrangements, The Three Important Concept- The cost Trade offs, The Total Cost Concept, The total System Concept, Environment of Foreign Trade, Challenges of the Market Place, Balancing functional Objectives, Integration of System Functions in International Supply Chains.

UNIT-3 INLAND TRANSPORT IN OVERSEAS TRADE LOGISTICS-

Road Transport, Rail Transport Water Transport, and air Transport, Multi Model Transport, Choice of Inland Water Transport.

UNIT-4 WAREHOUSING-

Concept of Warehousing, Elements of Warehousing, Functions of Warehousing, Warehousing as an Instrument of Economic Development, Warehousing Alternatives, Advantages of a Public Warehouse, Cost Structure, Warehousing Corporations in India, Diversified Warehousing Activities of Central Warehousing Corporation, Warehousing in Globalisation Era.

UNIT-5 INVENTORY MANAGEMENT AND ORDER HANDLING-

Need for Inventories, Factors influencing Inventories, Concept of Inventory Control, Objectives of Inventory Control, Techniques of Inventory Control- Reorder Level, Reorder Quantity, Other Techniques, Selective Inventory Control, New Trends in Inventory Management, Order Processing, Handling an Export Order

SECOND BLOCK

UNIT-6 AIR TRANSPORT-

Significance of Air Transport, History of Air Transport In India, Air India, Indian Airlines, Pawan Hans, Airports Authority of India, Directorate General of Civil Aviation, Bureau of Civil Aviation, Indira Gandhi Rashtriya Uran Akademy, Hotel Corporation of India, India's Export–import Trade By Air, Privatisation, Problems and Prospects.

UNIT-7 OCEAN TRANSPORT-

Significance of Ocean Transport, Salient Features of Commercial Shipping, Development of Commercial Shipping, Operations and Constraints of a Ship, Types of Ships, Registrations of Ships, Classification of Ships, Structure of Shipping Services, Glossary of Shipping Terms

UNIT-8 MUKTI-MODALISATION-

Concept of Unitisation, Concept of Containerisation, Inter- Modalism and Multi- modalism , Inland Container Depots and Container Freight Stations,, Land Bridging.

UNIT-9 WORLD SEABORNE TRADE AND WORLD SHIPPING-

World Economic Situation and World Trade, World Seaborne Trade, World Shipping Scenario, issue of Concern to Developing Countries, Negotiations in

Maritime Transport.

UNIT-10 INDIAN SHIPPING-

importance of National Shipping, Advent of shipping industry in India, Growth and Perspective- Shipping in Five Year Plans, Growth of Indian Tonnage, Types of Shipping Services, Age Profile of Indian Shipping, Structure of Indian Shipping Industry, Stages of Development in Indian Shipping, India's Overseas Trade and Shipping Fleet, Role of Shipping as a Direct Earner/ Saver of Foreign Exchange, India's Shipping Policy Measures- Policy of Joint Sector in Shipping, Policy on Coastal Shipping, Soft Loans through SDFC, Cargo Support, Fiscal Incentives, Trade liberalization vs. Government Policy, New Policy Package, for Shipping, Recent Development, Problems of Shipping Industry.

UNIT-11 LINER FREIGHTING PRACTICES-

Nature of Liner Shipping Services, Shippers' Point of View, Shipowners' Point of view, The Conference System, The Tariff, Application of Rate in Liner Shipping, Types of Rates, Level of Freight Rates, Cost Structure, Pricing Principles, Surcharges, General Rate Increase, Regulations Concerning the Shipping Conferences, Effect of Containerisation.

UNIT-12 TRAMP CHARTING PRACTICES-

Meaning of Tramp Trade, Types of Tramp Charting- Voyage Charter, Time Charter, Bareboat Charter, Distribution of Responsibilities and items of Cost, Charter Party and its Main Clauses- Main Voyage Charter Party Clauses, Main Time Charter Party Clauses.

UNIT-13 LEGAL ASPECTS OF CARRIAGE OF GOODS-

Carriage of Goods by Sea,- Charter Party, Bill of Lading : Maritime Law, Difference Between Bill of Lading and Charter Party, Liabilities of a Carrier by Sea, Shipper's Lien and Maritime Lien, Bottomery and Responantia Bond, Carriage of Goods by Air- Liability

of a Carrier, Position of the Cosigner, Carriage of Goods by Land and Rail, Carriage of Goods by Multi-Model Transport

UNIT-14 PORT SYSTEMS-

Ports in India, Port as Catalyst to India's Foreign Trade, Port Capacity and Traffic Throughput-Capacity Utilisation, Container Traffic, Breakup of traffic into Unloaded, Loaded and Transshipment Traffic, Traffic Forecasts for the Years 2002 and 2005, Productivity of Indian Ports, Problems Faced by the Ports, Policy initiatives for the Development of Ports, Private Sector Participation, Corporation of Ports, Joint Ventures, Ninth Plan, Dredging Corporation of India.

UNIT-15 MARITIME FRAUDES AND UNETHICAL PRACTICES-

Maritime Fraud, Dimensions and Causes, Precautions to be Observed- Common Areas of Fraud, Precautions measured by Parties Involved, Steps to Follow if a Vessel Does not Arrive, International Chamber of Commerce - Structure, Activities, International Maritime Bureau.

UNIT-16 INSTITUTIONAL ARRANGEMENTS FOR RESOLVING SHIPPERS' PROBLEMS-

The Need for Institutional Arrangements, Major Consultation Arrangements, Legislation in United States- Basic Features of Shipping Act of 1916, The 1984 Legislation, Australian Trade Practices Legislation, Consultation Arrangements in India- Role of ASIC, Other Organisations Involved, Limitations of the Consultation Arrangements, UN Convention on the Code of Conduct for Liner Shipping Conferences,.

M.COM.-4.3

INTERNATIONAL BUSINESS FIANANCE

FIRST BLOCK

UNIT-1 INTERNATIONAL MONETARY SYSTEM AND INSTITUTIONS-

International Monetary System, Evolution of International Monetary System- the Gold Standard, The Interwar Years: 1914-1939, Bretton Wood, IMF and the World Bank, The IMF Agreement, Working of Bretton works System: An Overview (1946-1971), Floating Exchange Rate: 1971 onwards, World Trade and Regionalism, European Monetary System, International Financial System and Developing Countries, the Asian Currency Crises, Regional financial Institutions.

UNIT-2 INTERNATIONAL FINANCIAL MARKETS –

National Markets as International Financial Centers, The Euro Market, International Debt instrument, Euro Equities, Euro Convertible Bonds, and Euro Issues in India.

UNIT-3 INTERNATIONAL BANKING –

International Money Transfer Mechanism- Terms of accounts, Clearing House Interbank Payment System, Society for World wide Interbank Financial Telecommunications, International Syndicated Lending Arrangements, Money Market Instruments- Treasury Bills, Commercial Paper, Bankers Acceptance, Certificate of Deposit, Repurchase Agreements, Prime Lending Rate and Loan Pricing, Application of Yield Curves in Investment and Borrowing Decisions, International Banking Risks and Capital Adequacy Requirements.

UNIT-4 INTERNATIONAL TRANSACTIONS AND BALANCE OF PAYMENTS-

Balance of Payment Concept, Nature of International Transactions, the Balance of Payment Statement, The Balance of Indebtedness, Adjustment Policies- Unilateral, Bilateral, Regional and Multilateral Adjustments, Rise of Market Power

SECOND BLOCK – FOREIGN EXCHANGE RISK MANAGEMENT

UNIT-5 FOREIGN EXCHANGE MARKETS-

Meaning, Functions, Foreign Exchange Rates, Foreign Exchange quotations, Types of Foreign Exchange Transactions- Trade, Interbank, Spot and Forward Transactions, Indian Foreign Exchange Market.

UNIT-6 DETERMINATION AND FORECASTING OF EXCHANGE RATES-

Equilibrium Approach to Exchange Rates, Purchasing Power Parity, Interest Rate Parity- The Fisher Effect, The International Fisher Effect, Inflation and Its Impact on financial Markets, Central Bank Intervention, Exchange Rate Forecasting.

UNIT-7 CURRENCY RISK MANAGEMENT-

Meaning of Currency Risk Exposure, Types of Currency Risks- Translation, Transaction, Economic Political and Interest Rate Risk, managing Currency Risk with Derivatives, Derivative Instruments- Forward Contracts and Forward Rate Agreements, Future Contracts, Currency Options, Currency Swaps, Interest Rate Swaps, Derivatives Market in India.

UNIT-8 MEASURING AND MANAGING TRANSACTION EXPOSURE-

Concept and Measurement of transaction Exposure, Techniques of Transaction Exposure Management- Forward Market Hedge, Money Market Hedge, Exposure Netting, Currency Risk Sharing, Leading

and Lagging, Currency Options, Currency Future, and Currency Swaps.

UNIT-9 MEASURING AND MANAGING TRANSLATION AND ECONOMIC EXPOSURES-

Translation Exposure Defined, Currency Translation Methods, Financial Accounting Standards No. 8 and 52, Designing a Hedging Strategy- fund Flow Adjustment, Forward Contracts, Exposure Netting, Centralisation vs. Decentralisation of Exchange Risk Management, Economic Exposure Defined, Managing Economic Exposure- Marketing, Production and Financial Initiatives.

THIRD BLOCK – INVESTING FOREIGN OPERATIONS

UNIT-10 CORPORATE STRATEGY AND FOREIGN DIRECT INVESTMENT-

Meaning and Theory of Multinational Corporations, Strategies of Multinational Corporations, Meaning and Rationale of Foreign Direct Investment, Corporate Strategy, Joint Ventures and Global Expansion, Indian Regulation of Foreign Direct Investment and Guidelines, Foreign Exchange Regulation : FERA and FEMA.

UNIT-11 INTERNATIONAL PROJECT APPRAISAL-

International Projects, Project Appraisal : Meaning and Scope, techniques of Project appraisal- Non-DCF Techniques, DCF Techniques, Project Appraisal under Risk and Uncertainty, Issues in International Project Appraisal, Adjusted Present value Technique, Beyond APV: Real Option Value, Portfolio Approach

UNIT-12 COST OF CAPITAL FOR FOREIGN INVESTMENTS-

Weighted Average cost of capital for foreign Projects, cost of various Sources of Funds, Cost of Foreign Debt Capital, Cost of Equity Capital, Discount Rates for Foreign Investments, All-Equity Cost of Capital for Foreign Projects, Comparing the Cost of Capital in

Developing Countries.

UNIT-13 POLITICAL RISK AND TAX ASPECTS-

Political Risk in Today's World, Assessment of Political Risk, Measuring Political Risk, Managing Political Risk, Post expropriation Policies, Multilateral Investment Guarantee Agency, Influence of Tax Policy on Foreign Investments, International Tax Rules and Financing and Investment Decisions, Possible Issues in the Taxation of Business Investment Abroad.

FOURTH BLOCK - FINANCING INTERNATIONAL OPERATIOIS

UNIT-14 DESIGNING GLOBAL CAPITAL STRUCTURE-

National Financing Patterns, National Financial Markets, Sources of External Funds- Foreign Bonds, Foreign Bank Loans, Foreign Equity, World-Wide Capital Structure, Foreign Subsidiary Capital Structure, Cost Minimisation Approach to Global Capital Structure, Innovative financing Methods.

UNIT-15 INTERNATIONAL CASH MANAGEMENT –

Need and Importance of International Cash Management, Changes in International Banking, Importance of Cash Cycle in Cash Management, Centralised Vs. Decentralised Cash Management, Role of Transfer Pricing in Cash Management, Movement of Blocked Funds.

UNIT-16 FOREIGN TRADE FINANCING-

Payment Terms in International Trade, Special Documents in International Trade- Transport Documents, Invoices, Insurance Policy, Certificate of Origin, Bill of Exchange, Trade Finance - Letters of Credit, Forfeiting, Bankers Acceptances, Guarantee/Bond, Problems of Developing Countries, Government Sources of Export Financing and Credit Insurance, Counter trade.

UNIT-17 PROJECT EXPORT FINANCING-

Project export and Service Export, Benefits of Project export, Risks in Project export Business - commercial Risks, Country Risks, Exchange and Interest Rate Risks, Indian Regulatory Framework- Criteria for Consideration of Project export Proposal, Conditions Necessary for Clearance of Project export Proposal, Working Group Mechanism, Power for Clearance of Project export Proposal, Techniques of Financing Export Projects, Indian Projects Exports :Emerging Trends, Special Aspects of Infrastructure Project Export Financing, International Bidding and Engineering-Procurement Construction Contracting – Financing Instruments and Arrangements.

UGCOM-01

BLOCK - I

BASIC CONCEPTS AND FORMS OF BUSINESS ORGANISATION

UNIT-01: NATURE AND SCOPE OF BUSINESS-

Human Activities, Business - Essential Features of Business, Objectives of Business, Business Distinguished from Profession and Employment, Classification of Business, Industry — Classification of Industry, Commerce — Trade, Aids to Trade, Organisation.

UNIT-02 FORMS OF BUSINESS ORGANISATION-I

Sole Trader Organisations — Main Features, Merits and Limitations, Partnership Form of Organisation— Main Features, Classification of Partners, Partnership Deed, Merit and Limitations, Joint Hindu Family Firm, Company Form of Organisation—Main Features, Classification of Companies, Merits and Limitations, Cooperative Form of Organisation— Main Features, Classification of cooperatives, Merits and Limitations.

UNIT-03 FORMS OF BUSINESS ORGANISATION-II

Requisites of an Ideal Form of Business Organisation, Comparison of Various Forms of Organisations, Criteria for the Choice of Organisation—Criteria at the Time of Starting a Business, Criteria at the Time of Expansion, Choice of Form of Organisation

UNIT-04 BUSINESS PROMOTION

An Entrepreneur — Entrepreneurship, Characteristics of an Entrepreneur, Functions of an Entrepreneur, Promotion— Distinction between Entrepreneur and Promoter, Types of Promoters, Promotion of Different Types of Organisations — Proprietary Concern, Partnership Firm, Joint Stock Company, Cooperative Society.

BLOCK – II FINANCE OF BUSINESS

UNIT-05: METHODS OF RAISING FINANCE-

Need for and Importance of Finance, Types of Financial Needs— Fixed Capital and Working Capital, Long-term Capital and Short-term Capital, Capital Structure— Ownership Capital, Borrowed Capital, Meaning of Capital Structure, Factors Determining the Capital Structure, Methods of Raising Capital— Issue of Shares, Issue of Debentures, Loans from Financial Institutions, Loan from Commercial Banks, Public Deposits, Retention of Profits, Trade Credit, Factoring, Discounting Bills of Exchange, Bank Overdraft and Cash Credit.

UNIT-06: SOURCES OF LONG-TERM FINANCE AND UNDERWRITING-

Nature and Importance of Long-term Finance, Sources of Long-term Finance— Capital Market, Special Financial Institutions, Leasing Companies, Foreign Sources, Retained Profits, Underwriting.

UNIT-07: STOCK EXCHANGES-

What is a Stock Exchange?, Functions of Stock Exchanges, Method of Trading on a Stock Exchange, Types of Dealings in a Stock Exchange, Some Important Terms, Listing of Securities on a Stock Exchange, Speculation and Stock Exchange, Factors Affecting Prices in a Stock Exchange, Advantages and Shortcomings— Advantage, Shortcomings, Regulation and Control of Stock Exchanges.

BLOCK – III MARKETING

UNIT-08: ADVERTISING-

Meaning of Advertising, Difference between Advertisement and Publicity— what is Publicity, How Does Advertisement Differ from Publicity? Objectives of Advertisement, Role of Advertising in the Society—

Arguments Against Advertising, Arguments in support of Advertisement, Essentials of an Effective Advertisement, Features Relating to the Message, Features Relating to Consumer Reach.

UNIT-09: ADVERTISING MEDIA-

Meaning and Importance of Media, Types of Media and Their Characteristics— Press Media, Radio, Television, Outdoor Media, Direct Mail, Miscellaneous, Requisites of an Ideal Medium, Evaluation of Media, Role of Advertising Agencies.

UNIT-10: HOME TRADE AND CHANNELS OF DISTRIBUTION-

Home Trade and Distribution System, Meaning of Channels of Distribution, Functions of Channels of Distribution, Channels of Distribution Used— Channels of Distribution used for Consumer Goods, Channels of Distribution used for Industrial Goods, Factors Influencing the Choice of Channel, Types of Middlemen— Functional Middlemen, Merchant Middlemen, Role of Middlemen.

UNIT-11: WHOLESALERS AND RETAILERS-

Meaning of Wholesaler, Importance of Wholesalers, Types of Wholesalers, Functions of Wholesalers, Services of Wholesalers — Services to Manufacturers, Services to Retailers, Elimination of Wholesalers, Meaning and Importance of Retailing, Functions of Retailers, Services of Retailers, Fixed Shop Retailers— Small Scale Retail Shops, Large Scale Retail Shops.

UNIT-12: PROCEDURE FOR IMPORT AND EXPORT TRADE-

Meaning of Foreign Trade, Types of Foreign Trade, Importance of Foreign Trade, Problems in Foreign Trade, India's Foreign Trade Performance, Regulations Governing Foreign Trade, Export Trade Procedure, Import Trade Procedure.

BLOCK - IV BUSINESS COMBINATION

UNIT-13: BUSINESS COMBINATIONS-I -

Meaning of Combination Causes of Business Combinations, Consequences of Business Combinations — Benefits of Business Combinations, Evils of Business Combinations, Control of Monopoly.

UNIT-14: BUSINESS COMBINATIONS-II -

Types of Business Combinations — Horizontal Combinations, Vertical Combinations, Lateral Combinations, Diagonal Combinations, Circular Combinations, Forms of Combinations — Associations, Federations, Consolidations.

UNIT-15: FEASIBILITY OF BUSINESS -

Meaning of Business, Need for Feasibility Study, Factors Determining the Feasibility of Business, Feasibility Reports — Technical Feasibility, Economic Feasibility, Financial Feasibility, Commercial Feasibility, Managerial Feasibility.

BLOCK - V [GOVERNMENT AND BUSINESS]

UNIT-16: GOVERNMENT IN BUSINESS -

Reasons Underlying Government Control Over Private Business, Instruments of Government Control, Why Does the Government Participate in Business?— Basic Reasons, Ideological Reasons, What is a Public Enterprise?, Features and Objectives of Public Enterprises, Performance of Public Enterprises, Contribution of Public Enterprises, Problems of Public Enterprises.

UNIT-17: FORMS OF ORGANISATION IN PUBLIC ENTERPRISES -

Departmental Organisation— Features, Merits,

Limitations, Public Corporation — Features, Merits, Limitations, Government Company — Features, Distinction Between Government and Non-government Companies, Merits, Limitations, Comparison of the Forms of Organisation.

UNIT-18: PUBLIC UTILITIES -

Meaning of Public Utility, Features of Public Utility, Organisation and Management of Public Utilities, Pricing Policy of Public Utilities, Sales Policy of Public Utilities, Public Control and State Regulation.

UGCOM-02

BLOCK - I ACCOUNTING FUNDAMENTAL

UNIT-01: BASIC CONCEPTS OF ACCOUNTING-

Accounting — An Overview — Objective of Accounting, Definition and Scope of Accounting, Book-Keeping, Accounting and Accountancy, Parties Interested in Accounting Information, Branches of Accounting, Advantages of Accounting, Limitations of Accounting, Basic Accounting Concepts — Concepts to be Observed at the Recording Stage, Concepts to be Observed at the Reporting Stage, Systems of Book-Keeping— Double Entry System, Single Entry System, What is an Account?, Classification of Accounts, Rules of Debit and Credit, Accounting Process.

UNIT-02: THE ACCOUNTING PROCESS-

Journal — Transactions Relating to Goods, Receipts and Payments by Cheques, Transactions with the Proprietor, Transactions Relating to Cash Discount, Compound Journal Entry, Transactions Relating to Bad Debts, Ledger — Posting into Ledger, Balancing Ledger Accounts, Significance of Balances, Trial Balance, Opening Entry.

UNIT-03: CASH BOOK AND BANK RECONCILIATION-

Sub-division of Journal, Cash Book— Single Column Cash Book, Two Column Cash Book, Three Column Cash Book, Bank Reconciliation Statement— Causes of Difference, What is Bank Reconciliation Statement?, Preparation of Bank Reconciliation Statement, When there is an Overdraft?, Adjusting the Cash Book Balance, Advantages of Bank Reconciliation Statement, Petty Cash Book— Imprest System, Recording and Posting the Petty Cash Book.

UNIT-04: OTHER SUBSIDIARY BOOKS-

Special Purpose Subsidiary Books— Purchase

Journal, Purchases Returns Journal, Sales Journal, Sales Returns Journal, Journal Proper, A comprehensive Illustration.

UNIT-05: BILLS OF EXCHANGE-

Types of Instruments of Credit— Bill of Exchange, Promissory Note, Distinction between Bill of Exchange and Promissory Note, Term and Due Date of a Bill, Treatment of Bill by the Holder and its Accounting— Retaining the Bill, Discounting the Bill with the Bank, Endorsing the Bill, Treatment of the Bill by the Acceptor and its Accounting—Dishonouring the Bill, Renewal of the Bill, Retiring the Bill, Accommodation Bills, Bills Sent for Collection, Bill Books— Recording in Bills Receivable Journal and its Posting, Recording in Bills Payable Journal and its Posting.

BLOCK - II FINAL ACCOUNTS

UNIT-06: CONCEPTS RELATING TO FINAL ACCOUNTS-

Basic Concepts Relating to Final Accounts— Going Concern Concept, Accounting Period Concept, Matching Concept, Conservatism Concept, Consistency Concept, Full Disclosure Concept, Materiality Concept, Bases of Accounting, Distinction between Capital and Revenue— Capital and Revenue Expenditures, Deferred Revenue Expenditure, Capital and Revenue Receipts.

UNIT-07: FINAL ACCOUNTS-I

Final Accounts and Trial Balance, Trading and Profit and Loss Account— Trading Account, Profit and Loss Account, Closing Entries, Balance Sheet, Vertical Presentation of Final Accounts, Manufacturing Account.

UNIT-08: FINAL ACCOUNTS-II

Need for Adjustments, Treatment of Adjustments in Final Accounts— Closing Stock, Outstanding Expenses, Prepaid Expenses, Accrued Income,

Income Received in Advance, Depreciation, Interest on Capital, Interest on Drawings, Interest of Loan, Bad Debts, Provision for Bad Debts, Provision for Discount on Debtors, Provision for Discount on Creditors, Manager's Commission, Abnormal Loss of Stock, Drawings of Goods by the Proprietor, Preparation of Final Accounts with Adjustments, Adjustments Given in Trial Balance.

UNIT-09: ERRORS AND THEIR RECTIFICATION -

Types of Errors, Location of Errors, Rectification of Errors— Rectification of one-sided Errors, Rectification of Two-sided Errors, Suspense Account and Rectification, Effect of Rectifying Entries on Profits.

BLOCK - III CONSIGNMENT AND JOINT VENTURES

UNIT-10: CONSIGNMENT ACCOUNT-I -

Concepts of Consignment— Meaning of Consignment, Parties to Consignment, Features of Consignment, Distinction between Sale and Consignment, Important Terms in Consignment, Accounting Treatment— Books of Consignor, Books of Consignee.

UNIT-11: CONSIGNMENT ACCOUNT-II -

Direct Recording in the Ledger, Unsold Stock—Valuation of Unsold Stock, Accounting Treatment of Unsold Stock, Loss of Goods— Normal Loss, Abnormal Loss, Where Normal and Abnormal Losses Occur Simultaneously.

UNIT-12: CONSIGNMENT ACCOUNT-III -

Concepts of Invoice Price, Calculation of Cost Price and Invoice Price, Loading— what is Loading, Items which Involve Loading, Adjustment of Loading, Accounting for Goods Sent at Invoice Price.

UNIT-13: JOINT VENTURE ACCOUNTS -

Meaning of Joint Venture, Joint Venture and

Consignment, Joint Venture and Partnership, Accounting Treatment— Recording in the Books of one Co-venturer, Recording in the Books of all Co-venturers, Memorandum Joint Venture Account Method, Separate Set of Books.

BLOCK-IV ACCOUNTS FROM INCOMPLETE RECORDS

UNIT-14: SELF-BALANCING SYSTEM-

Sub-division of Ledger, How Ledgers are made Self-balancing— Self-balancing the Debtors Ledger, Self-balancing the Creditors Ledger, Self-balancing the General Ledger, Some Peculiar Points, Advantages of Self-balancing System, Sectional Balancing, Ruling of Subsidiary Books.

UNIT-15 ACCOUNTS FROM INCOMPLETE RECORDS-I-

Single Entry System, Salient Features of Incomplete Records, Limitations, Methods of Ascertaining Profits, Net Worth Method— Computation of Net Worth, Computation of Profits, Partnership Firms.

UNIT-16: ACCOUNTS FROM INCOMPLETE RECORDS-II-

Conversion Method— Full Conversion Method, Abridged Conversion Method, Missing Items and Their Ascertainment— Opening Capital, Credit Sales, Credit Purchase, Cash and Bank Balances, Preparation of Final Accounts.

UNIT-17: ACCOUNTS FROM INCOMPLETE RECORDS-III-

Other Missing Items and their ascertainment— Bills Receivable Received, Bills Payable Accepted, Cash Sales and Cash Purchases, Preparation of Final Accounts, Ascertaining Sales with Gross Profit Rate, Memorandum Trading Account.

BLOCK-V ACCOUNTS OF NON-TRADING CONCERNS, DEPRECIATION, PROVISIONS AND RESERVES

UNIT-18: ACCOUNTS OF NON-TRADING CONCERNS-I-

Accounting Records of Non-trading Concerns, Final Accounts— Receipts and Payments Account, Income

and Expenditure Account, Balance Sheet, Some Peculiar Items.

UNIT-19: ACCOUNTS OF NON-TRADING CONCERNS-II-

Preparation of Income & Expenditure Account and Balance Sheet, Preparation of Receipts & Payments Account from Income & Expenditure Account, Preparation of Balance Sheets from Receipts & Payments and Income & Expenditure Accounts, Final Accounts of Professionals.

UNIT-20: DEPRECIATION-I-

What is Depreciation?, Depreciation and other Related Concepts, Causes of Depreciation, Objectives of Providing Depreciation, Factors Influencing Depreciation, Methods of Recording Depreciation, Methods of Providing Depreciation—Fixed Installment Method, Diminishing Balance Method, Difference Between Fixed Installment and Diminishing Balance Methods, Change of Method.

UNIT-21: DEPRECIATION-II-

Annuity Method, Depreciation Fund Method, Insurance Policy Method, Revaluation Method, Depletion Method, Machine Hour Method, Depreciation on Different Assets.

UNIT-22: PROVISIONS AND RESERVES-

What is Provision?, What is a Reserve?, Distinction between Provision and Reserve, Types of Reserves—Open Reserves, Secret Reserves.

UGCOM-03

BLOCK-I MANAGEMENT: INTRODUCTION AND OVERVIEW

UNIT-01: NATURE AND SCOPE OF MANAGEMENT-

Concept of Management— Management as a Noun, Management as a Process, Management as a Discipline, Management and Administration— Management and Administration as Two Distinct Terms, Management and Administration as Synonyms, Definition of Management, Nature and Scope of Management— Nature of Management, Scope of Management, Management as a Science and Art, Management as a Profession, Levels of Management and Skill Requirements— Hierarchical Classification of Managers, Classification of Managerial Skills, Skill-mix for Different Levels of Managers, Managerial Functions, Social Responsibilities of Management — Reasons for Social Responsibilities, Stakeholders of the Organisation.

UNIT-02: APPROACHES TO THE STUDY OF MANAGEMENT-

Evolution of Management Thought, Scientific Management, Fayol's Administrative Theory, Human Relations Approach, Behavioural Approach, Decision Theory, Modern (Systems) Approach, Contingency Approach.

UNIT-03: PROCESS AND PRINCIPLES OF MANAGEMENT-

Process of Management— Meaning, Important Features, Management Process Approach, Management Functions, Principles of Management— Meaning and Nature, Characteristics, Need for Management Principles, Contributions to Principles of Management, Limitations of Management Principles, Are Management Principles Universally Valid?.

BLOCK - II PLANNING AND ORGANISING

UNIT-04: FUNDAMENTALS OF PLANNING-

What is planning? Nature and Characteristics of Planning, Importance of Planning, Limitations of Planning, The Process of Planning, Forecasting as an Element of Planning, Types of Planning, Principles of Planning.

UNIT-05: PLANS, POLICIES, SCHEDULES AND PROCEDURES-

Organisational Plans, Objectives, Strategies, Policies, Procedures, Schedules.

UNIT-06: ORGANISING: BASIC CONCEPTS-

Nature of Organising Function— Characteristics of Organisation, Importance of Organisation, Organisation as a System, Steps in the Organisation Process, Organisation Structure, Significance of Organisation Structure, Types of Organisation Structure, Principles of Organisation, Span of Control, Organisation Chart, Organisational Manual— Importance of Manual, Types of Manual, Advantages of Manual, Drawbacks of Manual, Formal and Informal Organisations, Difference between Formal and Informal Organisations, Characteristics of Informal Organisation, Functions of Informal Organisation, Problems of Informal Organisation.

UNIT-07: DEPARTMENTATION AND FORMS OF AUTHORITY RELATIONSHIPS-

Definition of Departmentation, Need for Departmentation, Bases of Departmentation— Function, Product, Territory, Customers, Process of Equipment, Choosing a Basis of Departmentation, Authority Relationships— Line Organisation, Line and Staff Organisation, Line Organisation vs. Line and Staff Organisation, Functional Organisation, Line Organisation Vs. Functional Organisation.

UNIT-08: DELEGATION AND DECENTRALISA-TION-

Delegation— Delegation of Authority, Elements of Delegation, Principles of Delegation, Importance of Delegation, Barriers to Effective Delegation, Means of Effective Delegation, Decentralisation— Distinction between Delegation of Authority and Decentralisation, Merits and Limitations of Decentralisation, Factors Determining the Degree of Decentralisation.

BLOCK – III STAFFING AND DIRECTING

UNIT-09: STAFFING -

Meaning of Staffing, Importance of the Staffing Function, Human Resource Planning, Recruitment— Internal Sources, External Sources, Selection, Placement and Orientation, Training and Development— Purpose and Importance of Training, Features and Requirements of Training, Types and Methods of Training, Management Development Programme.

UNIT-10: DIRECTING -

Meaning of Direction, Feature of Directing Function, Importance of Directing Function, Principles of Directing, Supervision— Meaning of Supervision, Functions of Supervisors, Significance of Supervisory Role, Scope of Supervisory Responsibilities, Qualities of a Good Supervisor, Motivation.

UNIT-11: MOTIVATION -

Concept of Motivation, Nature of Motivation, Process of Motivation Role of Motivation, Theories of Motivation—McGregor's Participation Theory, Maslow's Need Priority Theory, Herzberg's Motivation Hygiene Theory, Distinction between Herzberg's and Maslow's Theories, Relationship between Maslow's and Herzberg's Theories, Job Enrichment, Types of Motivation— Financial Motivation, Non-Financial Motivation.

UNIT-12: LEADERSHIP -

What is Leadership?, Importance of Managerial Leadership, Theories of Leadership, Leadership Styles, Functions of Leadership, Motivation and Leadership, Leadership Effectiveness— Factors Influencing Leadership Effectiveness, Qualities of an Effective Leader, Morale— Meaning and Significance of Morale, Factors Determining Morale, Leadership and Morale.

UNIT-13: COMMUNICATION -

What is meant by Communication?, Nature and Characteristics of Communication, Process of Communication, Channels of Communication— Based on Relationships, Based on Direction of the Flow, Based on Method Used, Importance of Communication, Barriers to Effective Communication, Principles of Communication, How to make Communication Effective.

BLOCK - IV COORDINATION AND CONTROL

UNIT-14: COORDINATION-

Definition of Coordination, Need and Significance of Coordination, Objectives of Coordination, Coordination Vs. Cooperation, Types of Coordination, Principles of Coordination, Management Techniques in Coordination, Problems of Coordination.

UNIT-15: PROCESS OF CONTROL-

Definition of Control, Characteristics of Control, Importance of Control, Stages in the Control Process, Requisites of Effective Control, Limitations of Control, and Areas of Control.

UNIT-16: TECHNIQUES OF CONTROL-

Traditional Control Techniques— Budgetary Control, Standard Costing, Modern Techniques— Break-Even Analysis, PERT (Programme Evaluation and Review Technique), CPM (Critical Path Method), Statistical Quality Control, Management Audit.

UGCOM-04

BLOCK - I GENERAL LAW OF CONTRACT-I

UNIT-01: ESSENTIALS OF A CONTRACT-

Meaning of Law, and Sources of Mercantile Law, The law of Contract, Meaning of a Contract — Agreement, Legal Obligation, Difference between an Agreement and a Contract, Classification of Contracts—On the Basis of Creation, On the Basis of Execution, On the Basis of Enforceability, Essentials of a Valid Contract.

UNIT-02: OFFER AND ACCEPTANCE-

Offer— Meaning of Offer, How is an Offer Made?, To Whom an Offer is Made?, Legal Rules for a Valid Offer, Cross Offers, Standing Officers, Acceptance— What is an Acceptance?, Who can Accept?, How is an Acceptance Made?, Legal Rules for a Valid Acceptance, Communication of Offer and Acceptance— Communication of Offer, Communication of Acceptance, Contracts over Telephone, Revocation of Offer and Acceptance— Revocation of Offer, Revocation of Acceptance, Communication of Revocation, Lapse of an Offer.

UNIT-03: CAPACITY OF PARTIES-

Who is Competent to Contract? Position of a Minor— Who is a Minor?, Position of Agreements by a Minor, Agreements by Persons of Unsound Mind— Who is a Person of Unsound Mind? Burden of Proof, Position of Agreements with Persons of Unsound Mind, Persons Disqualified by Law.

UNIT-04: FREE CONSENT-

Meaning of Consent, Concept of Free Consent, Coercion— What is Coercion?, Effect of Coercion, Burden of Proof, Undue Influence— What is Undue Influence?, Presumption of Domination of Will, Effect of Undue Influence, Burden of Proof, Distinction between Coercion and Undue Influence, Fraud—

What is Fraud?, Does Silence Amount to Fraud?, Consequence of Fraud, Misrepresentation— What is Misrepresentation?, Essentials of Misrepresentation, Effect of Misrepresentation, Distinction between Fraud and Misrepresentation, Mistake— Mistake of Law, Mistake of Fact, Effect of Mistake.

BLOCK- II GENERAL LAW OF CONTRACT-II

UNIT-05: CONSIDERATION AND LEGALITY OF OBJECT-

Meaning of Consideration, Legal Rules for Valid Consideration, Stranger to a Contract and Stranger to Consideration, Adequacy of Consideration, Legality of Agreements without Consideration, Agreements Opposed to public Policy.

UNIT-06: VOID AGREEMENTS AND CONTINGENT CONTRACTS-

Void Agreements— Agreements in Restraint of Marriage, Agreement in Restraint of Trade, Agreements in Restraint of Legal Proceedings, Uncertain Agreements, Wagering Agreements, Agreements to do Impossible Acts, Restitution, Contingent Contracts — What is Contingent Contract?, Rules Regarding Enforcement of Contingent Contracts, Difference Between a Contingent Contract and a Wagering Agreement.

UNIT-07: PERFORMANCE & DISCHARGE-

Meaning of Performance— Types of Performance, Kinds of Tender, Essentials of a Valid Tender, Effect of Refusal to Perform Promise Wholly, Who Can Demand Performance? Who Must Perform?, Time and Place for Performance, Time as the Essence of the Contract, Performance of Reciprocal Promises— Types of Reciprocal Promises, Rules for the Performance of Reciprocal Promises, Order of Performance of Reciprocal Promises, Effect of Preventing the Performance of Reciprocal Promise, Assignment of Contracts, Appropriation of Payment, Modes of Discharge of a Contract, Discharge by

Performance, Discharge by Mutual Agreement, Discharge by Lapse of Time, Discharge by Operation of Law, Discharge by Impossibility of Performance, Discharge by Breach.

UNIT-08: REMEDIES FOR BREACH AND QUASI CONTRACTS-

Meaning of Breach of Contract — Anticipatory Breach of Contract, Actual Breach of Contract, Remedies for Breach of Contract— Rescission of the Contract, Suit for Damages, Suit for Specific Performance, Suit for Injunction, Suit upon Quantum Merit, Quasi Contracts— Definitions of Quasi Contracts, Difference between Quasi Contracts and Contracts, Types of Quasi Contracts, Quantum Merit.

BLOCK-III SPECIFIC CONTRACTS AND ARBITRATION

UNIT-09: INDEMNITY AND GUARANTEE-

Meaning of Contract of Indemnity, Rights of Indemnity Holder, Commencement of Indemnifier's Liability, Meaning of Contract of Guarantee, Distinction between Contract of Indemnity and Contract of Guarantee, Extent of Surety's Liability, Kinds of Guarantee, Revocation of Continuing Guarantee, Rights of Surety— Rights against the Principal Debtor, Rights against the Creditor, Rights against Co-sureties, Discharge of Surety from Liability— By Revocation of Contract of Guarantee, By Conduct of the Creditor, by Invalidation of the Contract.

UNIT-10: BAILMENT AND PLEDGE-

Meaning of Bailment, Kinds of Bailment, Duties of Bailor, Duties of Bailee, Rights of Bailor, Rights of Bailee, Rights of Bailor and Bailee against Wrongdoer, Finder of Goods—Rights of a Finder of Goods, Duties of a Finder of Goods, Termination of Bailment, Meaning of Pawn or Pledge, Who May Pledge, Pledge and Bailment, Pledge and Hypothecation, Rights of Pawnee, Rights and Duties of Pawnor— Rights of Pawnor, Duties of Pawnor,

Pledge by Non-Owners.

UNIT-11: AGENCY-

What is a Contract of Agency?— Who can Appoint an Agent?, Who may be an Agent?, Consideration for Agency, Constitution and Proof of Agency, Difference between Agent, Servant and Independent Contractor, Creation of Agency, Agency Relationship between Husband and Wife, Classification of Agents, Scope and Extent of Authority, Delegation of Authority by Agent, Sub-Agent and Substituted Agent, Agency by Ratification, Rights of an Agent, Duties of an Agent, Personal Liability of an Agent, Liability of Principal to Third Parties, Termination of Agency, Irrevocable Agency.

UNIT-12: ARBITRATION-

What is Arbitration?— Arbitration Agreement, Essentials of an Arbitration Agreement, Effects of an Arbitration Agreement, Why may Refer to Arbitration, Subject-matter of Reference, Modes of Arbitration, Provisions Implied in an Arbitration Agreement, Appointment of Arbitrator, Revocation of Authority— Revocation with the Leave of Court, Removal by Court, Power of Court where, Arbitrator is Removed or his Authority is Revoked, Powers of Arbitrator of Umpire, Duties of Arbitrator or Umpire, Arbitrator's Remuneration, The Award— Modification of an Award, Remission of an Award, Setting aside of an Award, Arbitrators with the Intervention of Court where no Suit is Pending, Arbitration in Suits.

BLOCK-IV PARTNERSHIP

UNIT-13: DEFINITION AND REGISTRATION OF PARTNERSHIP-

Definition and Characteristics Test of Partnership, Partnership and Co-ownership, Partnership and Joint Hindu Family, Partnership Deed, Registration— Rights, Liabilities, Position on Attaining Majority.

UNIT-14: RIGHTS, DUTIES AND LIABILITIES OF PARTNERS-

Mutual Relations of Partners— Rights of Partners, Duties of Partners, Property of the Firm, Relation of Partners with Third Parties, Position of Incoming and Outgoing Partners— Admission of a Partner, Retirement of a Partner, Expulsion of a Partner, Insolvency of a Partner, Death of a Partner, Transfer of Partner's Interest.

UNIT-15: DISSOLUTION OF PARTNERSHIP FIRMS-

Dissolution of Partnership and Dissolution of Firm— Dissolution of Partnership, Dissolution of Firm, Modes of Dissolution of Firm, Dissolution without the Order of Court, Dissolution by an Order of Court, Consequences of Dissolution of Firm— Rights of a Partner on Dissolution, Liabilities of a Partner on Dissolution.

BLOCK-V SALE OF GOODS

UNIT-16: NATURE OF CONTRACT OF SALE-

Meaning of Contract of Sale, Essentials of a Valid Contract of Sale, Sale and Agreement to Sell, Sale and Hire-Purchase Agreements, Meaning and Types of Goods — Meaning of Goods, Types of Goods, Effect of Destruction of Goods.

UNIT-17: CONDITIONS AND WARRANTIES-

Meaning and Definition of 'Condition' and 'Warranty', Definition of Condition, Definition of Warranty, Distinction between Condition and Warranty, Kinds of Conditions and Warranties— Express Condition and Warranties, Implied Condition, Implied Warranties, When Breach of a Condition is to be Treated as a Breach of a Warranty?, Doctrine of Caveat Emptor.

UNIT-18: TRANSFER OF OWNERSHIP AND DELIVERY-

Meaning of Transfer of Ownership, Significance of Transfer of Ownership, Rules Regarding Transfer of Ownership—In Case of Specific or Ascertained

goods, In Case of Unascertained and Future Goods, In Case when Goods are Sent 'on Approval' or 'on Sale or Return' Basis, Delivery to a Carrier, Reservation of Right of Disposal, Sale by Non-Owners, What is Delivery?— Types of Delivery, Rules Regarding Delivery of Goods, Acceptance of Delivery, Liability of the Buyer.

UNIT-19: RIGHTS OF AN UNPAID SELLER-

Meaning of an Unpaid Seller, Rights of an Unpaid Seller, Rights Against the Goods— Where the Property in the Goods has passed to the Buyer— Right of Lien, Right of Stoppage of Goods in Transit, Right of Resale, Right Against the Buyer Personally, Rights of the Buyer, Auction Sales.

BLOCK-VI NEGOTIABLE INSTRUMENTS ACT

UNIT-20: NEGOTIABLE INSTRUMENTS AND ITS PARTIES-

Meaning of Negotiable Instrument, Essentials of a Negotiable Instrument, Presumptions about Negotiable Instrument, Ambiguous Instruments, Inchoate Instruments, Capacity and Liabilities of Various Parties— Parties to Various Instruments, Competence of a Person to be a Party to a Negotiable Instrument, Liability of Various parties, Holder, Holder in Due Course— Who is a Holder in Due Course?, Privileges of a Holder in Due Course.

UNIT-21: PROMISSORY NOTES, BILLS OF EXCHANGE AND CHEQUES-

Promissory Note— Essential Characteristics, Some Illustrations, Bill of Exchange, Essential Characteristics, Some Illustrations, Distinction between a Bill of Exchange and a Promissory Note, Types of Bills, Hundies, Cheque— Distinction between a Cheque and a Bill of Exchange, Crossing of a Cheque, Post-dated Cheque, Protection to Paying Banker and Collecting Banker, Refusal of Payment by Bank, Payment in Due Course, Maturity of Negotiable Instruments.

UNIT-22: NEGOTIATION-

Negotiation and Assignment, Modes of Negotiation— Delivery, Endorsement, Negotiation Back, Liability of Various Parties— Liability of the Drawer of a Bill, Liability of the Drawee of a Cheque, Liability of the Maker of a Note and Acceptor of a Bill, Liability of Endorser, Liability of Prior Parties to Holder in Due Course, Lost and Stolen Instruments, Instruments Obtained by Fraud, Forged Instruments and Forged Indorsements.

UNIT-23: PRESENTMENT AND DISCHARGE-

Presentment for Acceptance— Rules regarding Presentment for Acceptance, Types of Acceptance, Effect of Non-presentment for Acceptance, Acceptor for Honour, Presentment for Payment— Rules Regarding Presentment for Payment, When Presentment is Unnecessary? Payment for Honour, Dishonour by Non-acceptance and Non-payment— Dishonour by Non-Acceptance, Dishonour by Non-payment, Rules Regarding Notice of Dishonour, Noting and Protesting, Discharge from Liability, Effect of Material Alteration.

UGCOM-05

BLOCK-I FUNDAMENTAL PROBLEMS OF ECONOMIC SYSTEMS AND BASIC CONCEPTS

UNIT-01: FUNDAMENTAL PROBLEMS OF ECONOMIC SYSTEM-

An Economic System— Scarce Means and Unlimited Wants, An Economic System or Economy, Economic Agents, Factors of Production— Land, Labour, Capital, Entrepreneurship, Fundamental Problems of an Economy— What to Produce? How to Produce?, For Whom to Produce, The Problem of Growth, Choice Between Public and Private Goods, The Problem of Merit goods, Production Possibility Curve, Allocation of Resources— Resource Allocation in a Capitalist Economy, Resource Allocation in a Socialist Economy, Resource Allocation in a Mixed Economy.

UNIT-02: BASIC CONCEPTS-

Preliminary Economic Vocabulary, Economy as a System of Circular Flows, Economic Methodology and Economic Laws— Inductive and Deductive Reasoning, Ceteris Paribus, Equilibrium, Positive versus Normative Economics, Microeconomics and Macroeconomics, Stocks and Flows, Statics and Dynamics, Opportunity Cost.

UNIT-03: ECONOMIC SYSTEMS-

Economic System, Various Economic Systems, Capitalism—Emergence of Capitalism, Features of Capitalism, Price Mechanism and the Working of a Capitalist Economy, Modern Corporation in a Capitalist Economy, Socialism— Building of Socialism, Features of Socialism, Role of Planning in a Socialist Economy, Mixed Economy— Features of a Mixed Economy, A Case for a Mixed Economy, Limitations of a Mixed Economy.

BLOCK - II CONSUMER BEHAVIOUR AND THE DEMAND THEORY

UNIT-04: LAW OF DIMENISHING MARGINAL UTILITY AND EQUIMARGINAL UTILITY -

Utility, Total Utility, Average Utility, and Marginal Utility, Law of Diminishing Marginal Utility, Marginal Utility of Money, Diminishing Marginal Utility and Demand for a Commodity, The Law of Equimarginal Utility, Consumer's Surplus.

UNIT-05: INDIFFERENCE CURVE ANALYSIS -

Laminations of Utility Analysis, A Scale of Preferences, Indifference Curves, Assumptions of Indifference Curves, Properties of Indifference Curves, Marginal Rate of Substitution, Consumer's Equilibrium, Income Consumption Curve, Price Consumption Curve, Separation of Income and Substitution Effects, Derivation of Consumer's Demand Curve, Consumer's Surplus, Superiority of Indifference Curves Analysis.

UNIT-06: CONSUMER DEMAND -

The Nature of Demand, Determinants of Demand—The Demand Schedule, The Demand Curve, The Explanation of the Law of Demand, Change in Demand and Change in Quantity Demanded, The Law of Demand and the Government Policy.

UNIT-07: ELASTICITY OF DEMAND -

Concept of Elasticity of Demand— Price Elasticity of Demand, Income Elasticity of Demand, Price Cross-Elasticity of Demand, Measurement of Price Elasticity of Demand, Determinants of Price Elasticity of Demand, Importance of Price Elasticity of Demand.

BLOCK- III THEORY OF PRODUCTION

UNIT-08: THE PRODUCTION FUNCTION-I -

Meaning of Production, The Theory of Production—Relevance of the Theory of Production,

The Production Function, Fixed and Variable Inputs, The Short and Long-run Period, The Law of Variable Proportions— Fixed and Variable Proportions, Statement of the Law of Variable Proportions, Total, Average and Marginal Product, Three Stages of Production, The Law of Diminishing Marginal Returns.

UNIT-09: THE PRODUCTION FUNCTION-II -

The Laws of Returns to Scale— Statement of the Laws of Returns to Scale, Production Function and Returns to Scale, Isoquants and Isocosts— Isoquants, Marginal Rate of Technical Substitution, Properties of an Isoquant, Isocosts, Least Cost Combination of Factors, Isoquants and Laws of Returns to scale— Constant Returns to Scale, Increasing Returns to Scale, Diminishing Returns to Scale, Economics and Diseconomies of Scale— Economies of Scale, Diseconomies of Scale.

UNIT-10: LAW OF SUPPLY AND ELASTICITY OF SUPPLY -

The Concept of Supply, The Law of Supply— The Supply Function, The Supply Schedule, The Supply Curve, Exceptions to the Law of Supply, Changes in Supply versus Changes in Quantity Supplied— Changes in Quantity Supplied, Changes in Supply, Why Supply Curve Shifts?, Elasticity of Supply— Concept and Measurement, Supply Curves with Different Elasticity of Supply.

UNIT-11: THEORY OF COSTS AND COST CURVES-

Theory of Costs, Economic Costs, Short Run Cost Curves— Total, Fixed and Variable Costs, Marginal Cost, Cost Schedule, Total, Fixed and Variable Cost Curves, Average, Total, Average Fixed, Average Variable Cost Curves and Marginal Cost Curve, Shape of Average Variable Cost Curve, Why U-Shaped Short Run Average Cost Curve?, Long Run Cost Curve, Long Run Marginal Cost, Why U-Shaped Long Run Average Cost Curve?, Other Costs.

BLOCK – IV THEORY OF PRICE

UNIT-12: EQUILIBRIUM CONCEPT AND CONDITIONS-

Terms— Market, Price, Firm, Industry, Relation between Output and Revenue, Determinants of Structure of a market, Who Determinces Price: Firm or Industry? Objectives of a Firm, Meaning of Equilibrium of a Firm, Conditions of Equilibrium of a Firm, Equilibrium of Industry—Relevance, Conditions, Equilibrium and Equality of Demand and Supply.

UNIT-13: PERFECT COMPETITION-

Meaning of Perfect Competition— Characteristics, Implications of the Characteristics, Price Determination under Perfect Competition, Equilibrium of the Firm— Short Run, Long Run, Supply curve of a Firm under Perfect Competition— Short Run, Long Run.

UNIT-14: MONOPOLY-

Meaning of Monopoly, Price Determination under Monopoly, Monopoly Equilibrium— Short run, Long Run, Price Discrimination under Monopoly— Meaning, Conditions of Price Discrimination, Equilibrium under Price Discrimination, Comparison of Perfect Competition and Monopoly.

UNIT-15: MONOPOLISTIC COMPETITION-

Meaning and Characteristics— Meaning, Characteristics, Demand Curve and Cost Curves— Demand or Revenue Curves, Cost Curves, Equilibrium of Firm in Short Run— Introduction, Equilibrium Conditions, Diagrammatic Representation, Equilibrium of Firm in the Long Run— Introduction, Equilibrium Conditions, Diagrammatic Representation, Equilibrium of Firm and Utilization of Capacity— Meaning of Capacity, Excess Capacity in Short Run, Excess Capacity in

Long Run, Equilibrium of Firm: Monopolistic Competition Vs. Perfect Competition, Equilibrium of Firm: Monopolistic Competition Vs. Monopoly.

UNIT-16: OLIGOPOLY-

Meaning and Characteristics of Oligopoly, Non-Collusive Oligopoly— Sweezy's Model (Kinked Demand Curve) Cournot's Model, Bertrand's Model, Stackelberg's Model, Collusive Oligopoly— What is Collusion?, Factors determining Collusive Oligopoly, Cartel, Price Leadership.

BLOCK - V DISTRIBUTION OF INCOME

UNIT-17: THEORY OF DISTRIBUTION-

Alternative Approaches to Distribution of Income— Personal Distribution, Functional Distribution, The Classical Theory of Distribution— Rent, Wages, Interest, Profit, The Marginal Productivity Theory— Concepts of Productivity, Statement of the Marginal Productivity Theory, Assumptions of the Marginal Productivity Theory, Reward to a Factor and Factor Employment in a Firm, Critical Analysis of Marginal Productivity Theory.

UNIT-18: DISTRIBUTION OF INCOME I: WAGES AND INTEREST-

Wages— Competitive Wages, Non-competitive Wages, Collective Bargaining and Wages— Trade Unions and Collective Bargaining, Collective Bargaining and Wage Increases, Collective Bargaining and Elimination of Exploitation, Interest— Functional of Interest, Variations among Interest Rates, Nominal and Real Rates of Interest, Interest as the Return on Capital.

UNIT-19: DISTRIBUTION OF INCOME II: RENT AND PROFIT.-

Theory of Rent— Rent of Land, Economic Rent and Transfer Earnings, Quasi Rent, Profits— Concept of Profits, Sources of Profits.

UNIT-20: INEQUALITY OF INCOME-

Income Distribution— Some Facts Pertaining to Income Distribution, Trends of Inequality of Income, Measuring Income Inequality, Causes of Income Inequality, Problems of Income Inequality, Income Redistribution.

UGCOM-06

BLOCK - I BASIC STATISTICAL CONCEPTS

UNIT-01: MEANING AND SCOPE OF STATISTICS-

Meaning of Statistics— Statistics Defined in Plural Sense, Statistics Defined in Singular Sense, Descriptive and Inferential Statistics, Functions of Statistics, Importance of Statistics, Limitations of Statistics, Distrust of Statistics.

UNIT-02: ORGANISING A STATISTICAL SURVEY-

Steps in Statistical Survey, Sources of Statistical Data— Primary Data and Secondary Data, Methods of Collecting Primary Data, Sources of Secondary Data, Types of Enquiries— Factors Affecting the Type of Enquiry, Different Types of Enquires, Sampling Methods— Probability Sampling Methods, Non-probability Sampling Methods, Law of Statistical Regularity, Law of Inertia of Large Numbers, Statistical Unit— Features of a Good Statistical Unit, Types of Units, Degree of Accuracy— Significance of Reasonable Accuracy, Concept of Spurious Accuracy.

UNIT-03: ACCURACY, APPROXIMATION AND ERRORS-

Accuracy, Approximation— Methods of Approximation, Errors in Statistics— Errors of Approximation, Measurement of Errors of Approximation, Computation with Rounded Numbers, Effect of Mathematical Operations on Errors, Biased and Unbiased Errors, Estimation of Biased and Unbiased Errors, Sampling and Non-sampling Errors.

UNIT-04: RATIOS, PERCENTAGES AND RATES-

Meaning of Various Statistical Derivatives— Ratio, Percentage, Rate, Purpose of Statistical Derivatives, Types of Ratios, Computation of Ratios, Application of Ratios, Caution in the Use of Derivatives, Logarithms— Meaning of Logarithms, Finding the Log

Value of a Number, Computation by Logarithms.

BLOCK-II COLLECTION, CLASSIFICATION AND PRESENTATION OF DATA

UNIT-05: COLLECTION OF DATA-

Factors Affecting Choice of Data, Problems in Collecting Primary Data, Methods of Collecting Primary Data— Observation, Personal Interviewing, Through Local Reports and Correspondents, Questionnaire, Schedule, Choice of Method, Sources of Secondary Data— Published Sources, Unpublished Sources, Precautions in Using Secondary Data, Advantages and Disadvantages of Secondary Data.

UNIT-06: CLASSIFICATION OF DATA-

Meaning of Classification, Objectives of Classification, Methods of Classification— Classification According to Attributes, Classification According to Variables, Terms Relating to Frequency Distribution, Formation of a Frequency Distribution— Data Array, Steps in Constructing a Frequency Distribution, Guidelines for Steps in Constructing a Frequency Distribution, Guidelines for Selecting the Class Intervals.

UNIT-07: TABULAR PRESENTATION-

Meaning of Tabulation, Objectives of Tabulation, Distinction Between Classification and Tabulation, Kinds of Tables— Information or Classifying Tables, General Purpose or Reference Tables, Special Purpose or Summary Tables, Construction of a Statistical Table- Parts of a Statistical Table, Requisites of a Good Statistical Table, Preparation of Statistical Tables.

UNIT-08: DIAGRAMMATIC PRESENTATION-

Importance of Visual Presentation of Data, Principles of Preparing Diagrams, Types of Diagrams, One Dimensional Diagrams— Simple Bar Diagrams, Multiple Bar Diagrams, Sub-Divided Bar Diagrams,

Percentage Sub-Divided Bar Diagrams, Two Dimensional Diagrams— Rectangles, Sub-divided Rectangles, Squares and Circles, Pie Diagrams.

UNIT-09: GRAPHIC PRESENTATION-

Importance of Graphic Presentation, Principles of Preparing a Graph, Graphs of Time Series—Histograms, Types of Histograms— One Dependent Variable Histogram, More than one Dependent Variable Histogram, Mixed Graph, Range Graph, Graphs of Frequency Distribution, Types of Frequency Distribution Graphs— Histogram Frequency Polygon, Frequency Curve, Ogive or Cumulative Frequency Graph.

BLOCK - III MEASURES OF CENTRAL TENDENCY

UNIT-10: CONCEPT OF CENTRAL TENDENCY AND MEAN-

Concept of Central Tendency, Essentials of an Ideal Average, Objectives of Averages, Different Measures of Central Tendency, What is Arithmetic Mean?, Computation of Arithmetic Mean— Ungrouped Data, Grouped Data, Weighted Arithmetic Mean— Computation of Weighted Arithmetic Mean, Comparison with Simple Arithmetic Mean, Uses of Weighted Arithmetic Mean, Properties of Arithmetic Mean, Merits and Limitations of Arithmetic Mean, Some Illustrations.

UNIT-11: MEDIAN-

What is Median? Computation of Median— Ungrouped Data, Grouped Data, Properties of median, Merits and Limitations of Median, Partition Values— Quartiles, Deciles, Percentiles, Graphic Determination of Median and Other Partition Values.

UNIT-12: MODE-

What is Mode?, Computation of Mode— Ungrouped Data, Grouped Data, Smooth Data, Empirical Method, Graphical Determination of Mode, Merits and Limitations of Mode, Some Illustrations.

UNIT-13: GEOMETRIC, HARMONIC AND MOVING AVERAGES-

Geometric Mean— Computation, Weighted Geometric Mean, Properties of Geometric Mean, Uses and Limitations, harmonic Mean— Computation, Weighted Harmonic Mean, Properties of Harmonic Mean, Uses and Limitations, Harmonic Mean Versus Arithmetic Mean, Moving Average— What is Moving Average?, Computation, Choice of a Suitable Average.

BLOCK-IV MEASURES OF DISPERSION AND SKEWNESS

UNIT-14: MEASURES OF DISPERSION-I-

What is Dispersion?, Significance of Measuring Dispersion, Properties of a Good Measure of Dispersion, Absolute and Relative Measures of Dispersion, Measures of Dispersion, Range, Quartile Deviation, Mean Deviation.

UNIT-15: MEASURES OF DISPERSION-II-

Standard Deviation— Meaning, Computation, Properties, Merits and Limitations, Coefficient of Variation, Some Illustrations, Lorenz Curve, Comparison of Measures Dispersion.

UNIT-16: MEASURES OF SKEWNESS-

Meaning of Skewness, Positive and Negative Skewness, Difference Between Dispersion and Skewness, Tests of Skewness, Measures of Skewness, Some Illustration, and Properties of Normal Curve.

UGCOM-07

BLOCK - I COMPANY AND ITS FORMATION

UNIT-01: NATURE AND TYPES OF COMPANIES-

Definition of a Company, Main Features of a Company, One-man Company, Lifting the Corporate Veil— Under Express Statutory Provisions, Under Judicial Interpretations, Distinction Between a Company and a Partnership, Kinds of Companies— On the Basis of Incorporation, On the Basis of Liability, On the Basis of Control, Association Not for Profit, Illegal Associations— Meaning, Exceptions, Consequences.

UNIT-02: PUBLIC AND PRIVATE COMPANIES-

Meaning of a Private Limited Company, Meaning of a Public Limited Company, Distinction Between a Private Limited Company, Privileges of a Private Limited Company, Exemptions Available to an Independent Private Company, Restrictions on a Private Company, Conversion of a Private Company into a Public Company, Conversion of a Public Company.

UNIT-03: PROMOTERS-

Promoter: Meaning and Importance, Functions of a Promoter, Legal Position of Promoters, Duties of Promoters, Liabilities of Promoters, Remuneration of Promoters, Position of Preliminary Contracts.

UNIT-04: FORMATION OF A COMPANY-

Stages in the Formation of a Company, Promotion, Documents to be Filed with the Registrar, Incorporation— Conclusiveness of Certificate of Incorporation, Effects of Registration, Commencement of Business— Certificate of Commencement of Business, Procedure for Obtaining the Certificate of Commencement of Business.

BLOCK - II PRINCIPAL DOCUMENTS

UNIT-05: MEMORANDUM OF ASSOCIATION-

Meaning and Purpose of Memorandum, Form of Memorandum, Contents of Memorandum— Name Clause, Registered Office Clause, Objects Clause, Liability Clause, Capital Clause, Association Clause or Subscription Clause, Doctrine of Ultra Virus, Alteration of Different Clauses in the Memorandum— Change of Name, Change of Registered Office, Change in Objects Clause, Change in Liability Clause, Change in Capital Clause.

UNIT-06: ARTICLES OF ASSOCIATION-

Meaning and Purpose of Articles, Registration of Articles, Contents of Articles, Alteration of Articles, Relationship between Memorandum and Articles, Distinction between Memorandum and Articles, Effect of Memorandum and Articles, Constructive Notice of Memorandum and Articles, Doctrine of Indoor Management.

UNIT-07: PROSPECTUS-

Meaning and Importance, Contents of Prospectus— Matters to be specified in the Prospectus, Reports to be set out in the Prospectus, Registration of Prospectus with Registrar of Companies, Statement in Lieu of Prospectus, Minimum Subscription, Misrepresentation in the Prospectus and its Consequences— Remedies against the Company, Remedies against Promoters and Directors of the Company, Remedies against Experts, Criminal Liability for Misstatements in the Prospectus.

BLOCK - III CAPITAL AND MANAGEMENT

UNIT-08: SHARE AND LOAN CAPITAL-

Meaning and Types of Share Capital, Meaning and Types of Shares— Meaning of a Share, Types of Shares, Meaning of Stock, Meaning and Types of Debentures— Meaning and Characteristics, Types of

Debentures, Difference Between Shares and Debentures, Public Deposits— Meaning of Deposits, Deposits and Loan, Deposits and Debentures, Rules Regarding Acceptance of Deposits.

UNIT-09: ALLOTMENT OF SHARES-

Allotment of Shares— Notice of Allotment, Rules Regarding Allotment of Shares, Procedure of Allotment, Return as to Allotment, Irregular Allotment and its Consequences, Issue of Shares at a Discount, Issue of Shares at a Premium, Share Certificate— Issue of Share Certificates, Effects of a Share Certificate, Duplicate Share Certificate, Share Warrant— Rules regarding Share Warrants, Distinction Between a Share Certificate and a Share Warrant, Calls on Shares— Essentials of a Valid Call, Payment of Calls in Advance, Forfeiture of Share, Re-issue of Forfeited Shares, Surrender of Share.

UNIT-10: MEMBERSHIP OF A COMPANY-

Members and Shareholders— Definition of a Member, Distinction Between Member and Shareholder, Who can become a Member?, Number of Members, Modes of Becoming a Member, Termination of Membership, Rights of Members, Liability of Members, Transfer of Shares— Procedure of Transfer of Shares, Blank Transfer, Forged Transfer, Transmission of Shares, Distinction Between Transfer and Transmission, Register of Members— Index of Members, Foreign Register, Inspection of Register, Closure of Register, Rectification of Register.

UNIT-11: DIRECTORS-

Definition of a Director, Position of Directors, Number of Directors and Directorships, Qualifications of a Director, Disqualifications of Directors, Appointment of Directors, Vacation of Office by Directors— Retirement of a Director, Resignation by a Director, Removal of Directors, Powers of Directors, Duties of Directors— Statutory Duties, General Duties,

Liabilities of Directors, Meetings of Directors.

BLOCK - IV MEETINGS AND WINDING UP

UNIT-12: COMPANY SECRETARY-

Meaning of a Company Secretary, Qualifications of a Company Secretary, Secretary in Whole-Time Practice, Appointment of Secretary, Removal of Secretary, Position of Company Secretary, Duties of a Secretary— Statutory Duties, General Duties, Liabilities of a Secretary, Rights of a Secretary, Role of a Secretary.

UNIT-13: MEETINGS AND RESOLUTIONS-

Meaning of Meeting and its Importance, Kinds of Meetings and their Importance, Statutory Meeting— Purpose of Statutory Meeting, Notice of Statutory Meeting, Statutory Report, Annual General Meeting, Extraordinary General Meeting, Requisites of a Valid Meeting, Notice of Meetings, Quorum for Meetings, Proxies, Voting, Chairman, Resolutions— Ordinary Resolution, Special Resolution, Resolution Requiring Special Notice, Minutes.

UNIT-14: WINDING UP-

Meaning of Winding Up, Winding Up and Dissolution, Modes of Winding Up, Compulsory Winding Up— Grounds for Compulsory Winding Up, Who can File a Petition?, Commencement of Winding Up, Consequences of the Winding Up Order, Conduct of Winding Up, Voluntary Winding Up— Members' Voluntary Winding Up, Creditors' Voluntary Winding Up, Consequences of Voluntary Winding Up, Distinction Between Members' and Creditors' Voluntary Winding Up, Winding Up Under Supervision of the Court.

UGCOM-08

BLOCK - I MONETARY THEORY

UNIT-01: MONEY: NATURE, FUNCTIONS AND SIGNIFICANCE-

Problems of Barter System, Evolution and Kinds of Money, Meaning and Nature of Money, Functions of Money, Significance of Money, Evils of Money.

UNIT-02: DEMAND FOR AND SUPPLY OF MONEY-

Meaning of Demand for Money, Theories of Demand for Money— The Classical Approach, The Neo-classical Theory, Keynesian Theory, The Supply of Money— What is Supply of Money?, Agencies Influencing Money Supply, The Velocity of Money.

UNIT-03: MONEY AND PRICES-

Quantity Theory of Money— Cash Transactions Approach, Cash Balances Approach, Comparison of Cash Balances Approach and Cash Transactions Approach, Keynes' Theory of Money and Prices, Milton Friedman's Quantity Theory of Money.

UNIT-04: INFLATION-

Meaning of Inflation, Types of Inflation— Demand-Pull Inflation, Cost-Push Inflation, Effects of Inflation, Control of Inflation.

BLOCK - II BANKING THEORY AND PRACTICE

UNIT-05: COMMERCIAL BANKING-

Evaluation of Banking—Evolution of Banking in England, Evolution of Banking of India, Brief Structure of Banks—Branch Banking, Unit Banking, Group Banking, Chain Banking, Functions of Commercial Banks— Definition of a Bank, Primary Functions, Secondary Functions, Economic Significance of Banking, Creation of Credit—Principles of Portfolio Management, Credit Creation.

UNIT-06: COMMERCIAL BANKING IN INDIA-

Banking Structure in India, Role of State Bank of India— Establishment, Objectives, Progress, Nationalisation of Commercial Bank— Arguments for Nationalisation, Arguments against Nationalisation, Objectives of Bank Nationalisation, Banking Development since Nationalisation, Problems of Commercial Banks in India.

UNIT-07: CENTRAL BANKING-

Meaning of Central Bank, Functions of a Central Bank— Traditional Functions, Promotional Functions, Role of a Central Bank as Controller of Money Supply and Credit, Control of Credit— Quantitative Methods, Qualitative Methods.

UNIT-08: RESERVE BANK OF INDIA-

Functions of the Reserve Bank of India— Traditional Functions, Developmental and Promotional Functions, Note Issue— System of Note Issue, Principle of Note Issue, Control of Credit— Objectives of Monetary Policy, Techniques of General Credit Control, Direct Credit Regulation, Appraisal of the Monetary Policy of the RBI.

UNIT-09: INDIAN MONEY MARKET-

Meaning of Money Market, Structure of the Indian Money Market, Characteristics of Indian Money Market— Features of a Developed Money Market, Nature of Indian Money Market, Problems of Indian Money Market— Nature of Problems, Role of RBI in Tackling the Problems, Suggestions for Improvement.

BLOCK-III NON-BANKING FINANCIAL INSTITUTIONS IN INDIA

UNIT-10: NON-BANK FINANCIAL INTERMEDIATION– AN OVERVIEW-

Non-Bank Financial Intermediation— What is Non-banking Financial Intermediation? Role of Non-bank

Financial Intermediaries, Types of Non-bank Financial Intermediaries, Life Insurance Corporation of India (LIC), General Insurance Companies, Unit Trust of India (UTI), Other Non-banking Financial Institutions in India.

UNIT-11: TERM-LENDING FINANCIAL INSTITUTIONS - ALL INDIA LEVEL-

What is a Development Bank?, Functions of Development Banks, Origin of Development Banks, Industrial Finance Corporation of India (IFCI), Industrial Credit and Investment Corporation of India (ICICI), Industrial Development Bank of India (IDBI), Other Development Banking Institutions— Industrial Reconstruction Bank of India (IRBI), Small Industries Development Bank of India (SIDBI), Evaluation of Development Banks in India.

UNIT-12: TERM-LENDING FINANCIAL INSTITUTIONS - STATE LEVEL-

Need for State Level Term-Lending Institutions, State Finance Corporation (SFCs), State Industrial Development Corporations (SIDCs), Technical Consultancy Organisations.

UNIT-13: AGRICULTURAL FINANCE IN INDIA-

Importance of Agricultural Finance, Cooperative Credit Societies and Banks— Primary Agricultural Cooperative Credit Societies, Central Cooperative Banks, State Cooperative Banks, Land Development Banks, Commercial Banks— Types of Agricultural Finance, Limitations of Commercial Banks as a Source of Rural Credit, Regional Rural Banks, National Bank for Agriculture and Rural Development (NABARD)— Functions, Performance.

BLOCK – IV INTERNATIONAL FINANCIAL SYSTEM

UNIT-14: INTERNATIONAL FINANCIAL SYSTEM - AN INTRODUCTION-

Need for International Finance— Short Term Flow of

Funds, Long Term Capital Flows, Foreign Exchange Market— Composition of the Foreign Exchange Market, Spot and Forward Markets, Exchange Rate Regimes, International Money and Capital Markets— Money Markets, Capital Markets, International Financial Institutions— The International Monetary Fund, The World Bank, The Affiliates of the World Bank.

UNIT-15: INTERNATIONAL MONETARY FUND-

Objectives of the IMF— Determination of Quotas, Determination of Par Values or Exchange Rates, Borrowings from the IMF, Exchange Rate Stability versus Managed Float— Adjustable-peg System, Failure of the IMF, The System of Managed Float, The IMF and International Liquidity— The Problem of International Liquidity, Proposals for Raising International Liquidity, Role of Special Drawing Rights.

UNIT-16: WORLD BANK-

Objectives of the World Bank, Functions of the World Bank— Lending and Guaranteeing Private Loans, Technical Assistance, Stimulating Private Foreign Investment, Operations of the World Bank— General Lending Principles, Structural Adjustment Loans, Local Currency Expenditures and Other Problems, Evaluation of the Performance of the World Bank— The World Bank's Contribution, Failures of the World Bank.

UGCOM-09

BLOCK - I BASIC CONCEPTS

UNIT-01: NATURE AND SCOPE-

Need for Costing— Limitations of Financial Accounting, Costing and the Economy, Definitions of Costing and Cost Accounting, Objects of Cost Accounting, Difference between Cost Accounting and Financial Accounting, Advantages of Cost Accounting, Installation of a Costing System— Possible Difficulties, Factors to be Considered, Success of the System.

UNIT-02: CONCEPT OF COST AND ITS ASCERTAINMENT-

Meaning of Cost, Classification of Costs— Functional Classification, On the Basis of Identifiability with Products, On the Basis of Variability, Cost of Unit, Cost Centre, Elements of Cost— Materials, Labour, Expenses, Components of Total Cost, Cost Sheet, Methods of Costing, and Types of Costing.

BLOCK - II MATERIALS AND LABOUR

UNIT-03: PROCUREMENT, STORAGE AND ISSUE-

Direct and Indirect Materials, Material Control— Definition, Objectives, Advantages, Basic Requirements, Purchase Procedure— Centralised Purchasing, Decentralised Purchasing, Steps Involved in Purchase, Storage of Materials— Functions of Storekeeping, Location and Lay-out of Stores, Issue of Materials, Treatment of Surplus Materials.

UNIT-04: INVENTORY CONTROL-

Meaning and Objectives of Inventory Control— Meaning, Objectives, Techniques of Inventory Control— ABC Analysis, Stock Levels, Re-Order Quantity, Stores Records, Perpetual Inventory System, Inventory Turnover Ratio.

UNIT-05: PRICING THE ISSUE OF MATERIALS-

Ascertaining the Cost of Materials, Problem in Pricing the Issue of Materials, Methods of Pricing— First in First Out Method, Last in First Out Method, Weighted Average Price Method, Pricing of Materials Returned to Vendors, Pricing of Materials Returned to Stores, Treatment of Shortage of Materials.

UNIT-06: LABOUR-

Direct and Indirect Labour— Direct Labour, Indirect Labour, Time Keeping— Forms of Time Keeping, Purpose of Time Keeping, Methods of Time Keeping, Importance of Time Keeping, Time Booking— Purpose of Time Booking, Methods of Time Booking, Payroll Accounting— Computation of Wages, Preparation of Wages Sheet, Purposes of Payroll Accounting, Idle Time— Causes of Idle Time, Control of Idle Time, Treatment of Idle Time Cost, Overtime, Labour Turnover— Causes of Labour Turnover, Effects of Labour Turnover, Control of Labour Turnover, Methods of Wage Payment— Time Wage System, Piece Wage System, Balance of Debt System, Incentive Plans— Halsey Premium Plan, Rowan Premium Plan, Differential Piece Rate System, Group Bonus Scheme.

BLOCK - III OVERHEADS

UNIT-07: CLASSIFICATION AND DISTRIBUTION OF OVERHEADS.-

Concept of Overheads, Classification of Overheads— Element-wise Classification, Function-wise Classification, Behaviour-wise Classification, Collection of Factory Overheads— Standing Order Numbers, Sources, Allocation and Apportionment of Factory Overheads— Allocation, Apportionment, Preparation of Overheads Distribution Summary.

UNIT-08: ABSORPTION OF FACTORY OVER-HEADS.-

Meaning of Absorption, Methods of Absorption—

Production Units Method, Direct Material Cost Method, Direct Wages Method, Prime Cost Method, Direct Labour Hour Method, Machine Hour Method, Requisites of a good method of Absorption, Computation of Machine Hour Rate, Over-absorption and Under-absorption of Factory overheads— Causes of under or over-absorption, Disposal of under and over absorption.

UNIT-09: TREATMENT OF OTHER OVERHEADS.-

Office and Administration Overheads, Selling and Distribution Overheads— Classification, Distribution, Treatment of Certain Items in Cost Accounts— Interest on Capital, Depreciation, Research and Development Costs, Royalties and Patent Fees, Drawing Office Expenses, Fringe Benefits, Costing Office Expense, Defective /Spoiled Work, Packaging Expenses, Patterns and Dies, Idle Capacity, Cash Discount, Items Excluded from Cost Accounts.

BLOCK - IV METHODS OF COSTING

UNIT-10: UNIT COSTING-

Meaning and Applicability, Preparation of Statement of Cost/ Cost Sheet— Ascertainment of Cost of Direct Materials, Ascertainment of Cost of Direct Labour, Ascertainment of Cost of Other Direct Expenses/Chargeable Expenses, Ascertainment of Prime Cost, Ascertainment of Factory/ Works Cost, Ascertainment of Cost of Production, Ascertainment of Total Cost/Cost of Sales, Treatment of Items of Expenses and Losses of Purely Financial Nature, Preparation of Production Account, Special Points to be Noted— Value of Scrap/Wastage, Opening and Closing Work-in-Progress, Opening and Closing Stocks of Finished goods, Selling and Distribution Overheads, Computation of Recovery Rates for Overheads, Preparation of Statement of Quotation/ Tendering Price, Comprehensive Illustrations.

UNIT-11: RECONCILIATION OF COST AND FINANCIAL ACCOUNTS-

Methods of Cost Accounting— Integral Accounting, Non-Integral Accounting, Need for Reconciliation of Cost and Financial Accounts, Causes of Difference, Preparation of Reconciliation Statement, Memorandum Reconciliation Account, Comprehensive Illustrations.

UNIT-12: JOB AND CONTRACT COSTING-

Job Costing— Definition and Characteristics, Applicability, Procedure, Evaluation, Practical Problems, Contract Costing— Definition and Characteristics, Difference between Job and Contract Costing, The Procedure, Treatment of Important Items, Profit on Uncompleted Contracts, Contractee's Account, Work-in-progress, Comprehensive Illustrations.

UNIT-13: PROCESS COSTING-

Meaning and Application, Difference between Job Costing and Process Costing, Main Characteristics, Costing Procedure, Process Losses— Normal Process Loss, Abnormal Process Loss, Abnormal Effectiveness, Comprehensive Illustrations.

UGCOM-10

BLOCK - I FUNDAMENTALS

UNIT-01: BASIC CONCEPT-I -

Broad Mechanism of Income Tax in India, Concept of Income— Definition of Income, Basic Principles, Definition of Person, Definition of Assessee, Permanent Account Number, Assessment Year, Previous Year, Taxation of Previous Year's Income During the Same Year, Concept of Total Income, Account Method.

UNIT-02: BASIC CONCEPT-II -

Agricultural Income— Definition of Agricultural Income, Kinds of Agricultural Income, Instances of Non-agricultural Income, Partly Agricultural Income, Taxation of Agricultural Income, Concept of Casual Income— Definition of Casual Income, Casual Income or Personal Gift?, Chargeability of Casual Income, A Few Examples, Capital and Revenue Receipts-Importance of Distinction— Distinguishing Tests, Examples of Capital and Revenue Receipts.

UNIT-03: RESIDENTIAL STATUS AND TAX LIABILITY

Importance of Residential Status, Categories of Residential Status, Rules for Determining Residential Status— Individual, Non Company Plural Entities, Companies, Every Other Person, Scope of Total Income on the Basis of Residence— Resident. Non Ordinarily Resident, Non-Resident, Kinds of Incomes— Income Received in India, Income Deemed to be Received in India, Income Accruing or Arising in India, Income Deemed to Accrue or Arise in India, Incidence of Tax.

UNIT-04: EXEMPTED INCOMES UNDER SECTION

Meaning of Exempted Income, List of Exempted Incomes, Certain Exempted Incomes in the Hands of an Individual, Incomes of Charitable and Religious Trusts and Political Parties— Income of Charitable

and Religious Trust, Income of Political Parties.

BLOCK-II SOLUTION OF LINEAR ALGEBRAIC EQUATIONS

UNIT-05: DIRECT METHODS-

Preliminaries, Cramer's Rule, Direct Methods for Special Matrices, Gauss Elimination Method, LU Decomposition Method.

UNIT-06: INVERSE OF A SQUARE MATRIX-

The Method of Adjoints, The Gauss-Jordan Reduction Method, LU Decomposition Method.

UNIT-07: ITERATIVE METHODS-

The General Iteration Method, The Jacobi Iteration Method, The Gauss-Seidel Iteration Method.

UNIT-08: EIGENVALUES AND EIGENVECTORS-

The Eigenvalue Problem, The Power Method, The Inverse Power Method.

BLOCK - III INTERPOLATION

UNIT-09: LAGRANGE'S FORM-

Lagrange's Form, Inverse Interpolation, General Error Term.

UNIT-10: NEWTON FORM OF THE INTERPOLATING POLYNOMIAL-

Divided Difference, Newton's General Form of Interpolating Polynomial, The Error of the Interpolating Polynomial, Divided Differences and Derivatives, Further Results on Interpolation Error.

UNIT-11: INTERPOLATION AT EQUALLY SPACED POINTS-

Differences— Forward Differences, Backward Differences, Central Differences, Difference Formulas— Newton's Forward Difference Formula, Newton's Backward Difference Formula, Stirling's Central Difference Formula.

BLOCK-IV NUMERICAL DIFFERENTIATION INTEGRATION AND SOLUTION OF DIFFERENT EQUATIONS

UNIT-12: NUMERICAL DIFFERENTIATION-

Methods Based on Undetermined Coefficients, Methods Based on Finite Difference Operators, Methods Based on Interpolation, Richardson's Extrapolation, Optimum Choice of Step Length.

UNIT-13: NUMERICAL INTEGRATION-

Methods Based on Interpolation— Methods Using Lagrange Interpolation, Methods Using Newton's Forward Interpolation, Composite Integration, Romberg Integration.

UNIT-14: NUMERICAL SOLUTION OF ORDINARY DIFFERENTIAL EQUATIONS-

Basic Concepts, Taylor Series Method, Euler's Method, Richardson's Extrapolation.

UNIT-15: NUMERICAL SOLUTION OF DIFFERENTIAL EQUATIONS USING RUNGE-KUTTA METHODS-

Runge-Kutta Methods— Runge-Kutta Methods of Second Order, Runge-Kutta Methods of Third Order, Runge-Kutta Methods of Fourth Order, Richardson's Extrapolation.

UGCOM-11

BLOCK - I FUNDAMENTALS OF AUDITING

UNIT-01: BASIC CONCEPTS-

Concept of Auditing— Origin of Auditing, Definition of Auditing, Difference between Accountancy and Auditing, Difference between Auditing and Investigation, Objectives and Advantages of Audit— Primary Objectives, Secondary Objectives, Advantages, Different Classes of Audit, Modes of Audit— Continuous Audit, Periodical or Final Audit, Interim Audit, Qualities of an Auditor.

UNIT-02: INTERNAL CONTROL-

Internal Control— Objectives of Internal Control, Forms of Internal Control, Internal Control and Auditor, Requisites of a Good Internal Control System, Internal Audit— Objectives of Internal Audit, Internal Audit Vs. Statutory Audit, Internal Check— Objectives of Internal Check, Essentials of Good Internal Check System, Internal Check as regards Cash Sales, Internal Check as regards Purchase, Internal Check as regards Sales, Internal Check as regards Wage Payment, Internal Check System and Auditor.

UNIT-03: AUDIT PLANNING-

Audit Planning— Process of Planning, Purpose of Planning, Considerations in Audit Planning, Importance of Audit Planning, Audit Flow Chart, Preparations Before Audit— Preparatory Procedures, Considerations Prior to Commencement, Audit Programme— Main Features of Audit Programme, Parts of Audit Programme, Major Aspects of Audit Programme, Objectives of Audit Programme, Factors for Consideration, Contents of Audit Programme, Advantages of Audit Programme, Limitations of Audit Programme, Audit Note Book— Contents of Audit Note Book, Usefulness of Audit Note Book, Audit

Working Papers— Purpose of Audit Working Papers, Objects of Audit Working Papers, Reasons for Audit Working Papers, Allocation of Audit Working Papers, Contents of Current File, Contents of Permanent File, Importance of Audit Working Papers, Routine Checking— Areas of Checking, Guiding Factors in Audit Checks, Extent of Checking, Main Features of Routine Checking, Test Checking— Relevance of Test Checking, Precautions in Test Checking, Auditor's Responsibility, Balanced Approach in Checking.

BLOCK – II VOUCHING AND VERIFICATION

UNIT-04: VOUCHING AND CASH TRANSACTIONS-

Meaning, Objectives and Importance of Vouching — Definition of Vouching, Objectives of Vouching, Importance of Vouching, Voucher— What is a Voucher?, Types of Vouchers, Points to be Noted in a Voucher, Vouching of Cash Receipts, Cash Sales, Receipt from Debtors, Sale of Investments, Interest and Dividends, Rent Received, Sale of Fixed Assets, Commission Received, Vouching of Cash Payments— Cash Purchases, Cash Paid to Creditors, Wages, Salaries, Rent Paid, Capital Expenditure, Travelling Expenses, Petty Cash, Postage.

UNIT-05: VOUCHING OF TRADING TRANSACTIONS AND IMPERSONAL LEDGER-

Credit Purchases, Purchases Returns, Credit Sales, Sales Returns, Goods Sent on Consignment, Packages and Empties, Journal Vouching of Impersonal Ledger, Outstanding Assets and Liabilities— Outstanding Assets, Outstanding Liabilities, Contingent Liabilities, Apportionment of Expenditure Between Capital and Revenue.

UNIT-06: VERIFICATION AND VALUATION OF ASSETS AND LIABILITIES-I-

Verification— Meaning, Purpose, Process, Valuation of Assets— Basis of Valuation, Effect on Profits,

Modes of Valuation, Auditor's Position in Respect of Valuation of Assets, Verification and Valuation of Specific Assets— Goodwill, Freehold Property, Leasehold Property, Plant and Machinery, Furniture and Fixtures, Motor Vehicles, Patents, Trade Marks and Copyrights, Assets Acquired and Hire Purchase.

UNIT-07: VERIFICATION AND VALUATION OF ASSETS AND LIABILITIES-II-

Verification and Valuation of Investments, Verification and Valuation of Current Assets— Cash in Hand, Cash at Bank, Book Debts, Bills Receivable, Loan and Advances, Verification and Valuation of Stock-in-Trade— Method of Stock Taking, Basis of Valuation, Auditor's Duty, Verification of Specific Liabilities— Trade Creditors, Bills Payable, Outstanding Expenses, Incomes Received in Advance, Loans, Contingent Liabilities.

BLOCK - III COMPANY AUDIT

UNIT-08: COMPANY AUDITOR-

Need for a Company Auditor, Qualifications of a Company Auditor, Disqualifications of a Company Auditor, Appointment of an Auditor— First Auditor of a Company, Reappointment of Auditors, Removal of an Auditor, Status of the Auditor, Rights and Duties of a Company Auditor — Rights, Duties, Some Legal Decisions, Auditing Standards.

UNIT-09: COMPANY AUDIT-I-

Difference Between Partnership Audit and Company Audit, Commencement of Audit— Letter of Engagement, Preliminaries, Role of Company, Audit of Share Capital— Shares Issued for Cash, Shares Issued for Consideration Other than Cash, Shares Issued at a Premium, Shares Issued at a Discount, Audit of Calls— Calls in Arrears, Calls in Advance, Forfeiture and Reissue of Shares, Issue and Redemption of Preference Share, Issue of Bonus Shares, Alteration of Share Capital, Reduction of

Share Capital, Issue of Share Certificates, Share Transfer Audit, Presentation and Disclosure of share Capital.

UNIT-10: COMPANY AUDIT-II-

Objectives, Meaning of Profit, Divisible Profits and Dividends, Provisions of the Companies Act, 1956 for Dividends— Sources of Dividends, Procedural/Legal Requirements, Significant Legal Cases, Distribution of Capital Profit, Auditor's Duty Regarding Dividends, Provisions Relating to Depreciation— Provisions of the Act, Auditor's Duty, Audit of Reserves.

BLOCK - IV AUDITOR'S REPORT AND COST AUDIT

UNIT-11: AUDITOR'S REPORT-

Definition, Need and Importance, Reporting Responsibility, Report Vs. Certificate, Qualities of a Good Report, Forms and Contents, MAOCARO— Applicability, Matters to be Included, Relevance of 'In Our Opinion', True and Fair Concept, Clean Report and Qualified Report, Some Guiding Decisions.

UNIT-12: COST AND MANAGEMENT AUDIT-

Meaning of Cost Audit, Forms of Cost Audit— Propriety Audit, Efficiency Audit, Objectives of Cost Audit, Difference Between Financial Audit and Cost Audit, Advantages of Cost Audit— Cost Audit and Management, Cost Audit and Shareholders, Cost Audit and Society, Cost Audit and Government, Limitations of Cost Audit, Statutory Provisions, Cost Audit Programme, Commencement Considerations— Points for Special Attention, Cost Audit Planning, Cost Audit Report, Meaning and Objectives of Management Audit, Importance of Management Audit and Limitations, Distinctive Features, Preliminary Considerations and Audit Programme, Management Audit Report.

UGCOM-12

BLOCK - I INTRODUCTION TO BUSINESS ENVIRONMENT

UNIT-01: NATURE AND DIMENSIONS OF BUSINESS ENVIRONMENT -

Meaning and Significance of Business Environment, Components of Business Environment— Economic Environment of Business, Non-Economic Environment of Business, interaction between economic and non-Economic Environment, Business Environment at Various Levels— Regional Level, National Level, International Level, Business and Environment Interface.

UNIT-02: ECONOMIC ENVIRONMENT: AN OVERVIEW-

Mixed Economy in India, Economic Planning, Basic Elements of the Strategy Followed During 1956-90 (Nehru-Mahalanobis Strategy of Development) Contemporary Economic Reforms.

UNIT-03: SOCIAL AND CULTURAL ENVIRONMENT-

Evolving Social Institutions, Demographic Changes— Quantitative Aspects, Qualitative Aspects, Cultural Factors, Technology and Social Change, Changing Value System, Social Responsibilities of Business— Views against Social Responsibility of Business, Case for Social Responsibility of Business, Dimensions of Social Responsibilities, Ecological Issues.

BLOCK - II BUSINESS AND GOVERNMENT

UNIT-04: STRUCTURE OF INDIAN ECONOMY-

Trends in National Income— Meaning of Real National Income, Trends in Real National Income, Economic Growth— Meaning of Economic Growth, Trends in the Rate of Growth, Economic Development— Meaning of Economic Development, Goals of Development, Trends in Per Capita Real Income, Trends in Poverty, Trends in Inequalities of Income, Other Indicators of Development, Growth in Labour Force— Female Work Participation Rate,

Occupational Structure: Agriculture Vs. Non-Agriculture, Economic System: Pattern of Ownership and Organisation— India-A Mixed Economy, Public Sector, Private Sector, Joint Sector, Cooperative Sector.

UNIT-05: ROLE OF GOVERNMENT IN BUSINESS-

Fourfold Role of Government, Regulatory Role, Entrepreneurial Role, Promotional Role, Planning Role, Regulatory Framework, Redefined Role of Government.

UNIT-06: MACRO ECONOMIC POLICIES-

Meaning of Macro Economic Policy, Meaning of Fiscal Policy, Instruments of Fiscal Policy in India— Ways of Raising Money— Tax Revenue, Non-tax Revenue, Capital Receipts, Ways of Spending Money— Plan Expenditure, Revenue Expenditure, Budgetary Framework in India— Summary Format of Budget, Measures of Deficit— Revenue Deficit, Budgetary Deficit, Gross Fiscal Deficit, Primary Deficit, Sources of Financing Gross Fiscal Deficit, Objectives of Fiscal Policy, Meaning of Monetary Policy, Instruments of Monetary Policy in India, Qualitative (or Selective) Instruments, Objectives of Monetary Policy, Role of Reserve Bank of India.

UNIT-07: CONSUMER PROTECTION-

Evolution of Consumer Movement Including Consumer Protection Laws, Consumer Rights and Responsibilities— Consumer Rights, Some Other Rights, Duties and Responsibilities of Consumers, Consumer Protection Act, 1986— Introduction, Salient Features of the Consumer Protection Act, 1986, Definitions of Certain Expressions used in the Act, No relief to Consumers in the Case of Unfair and Restrictive Trade Practices, person who can File a Complaint under the Act, Monopolistic and Restrictive Trade Practices (MRTP) Act, 1969— Monopolistic Trade Practices (MTP), Restrictive Trade Practices

(RTP), Unfair Trade Practices (UTP).

BLOCK - III ECONOMIC POLICY AND FRAMEWORK

UNIT-08: INDUSTRIAL POLICY-

Evolution of Industrial Policy, Industrial Policy Resolution (IPR) 1956— Changes Since IPR 1948, Objective of the IPR 1956, Basic Features of the IPR 1956, Industrial Licensing, Review of Industrial Policy, New Industrial Policy 1991— Objectives, Policy Measures, Evaluation of the New Industrial Policy, Public Sector Reforms and Privatisation— Meaning of Privatisation, Arguments for Privatisation, Gains from Privatisation, Move Towards Privatisation, Restructuring of PSUs.

UNIT-09: INDUSTRIAL SICKNESS-

Nature of Industrial Sickness, Indication of Sickness— Limitations of Financial Indicators of Sickness, Predictability of Sickness Based on Early Warning, Use of Financial Ratios as Early Warning Signals, Causes of Industrial Sickness, Government Policy— Takeover of Management of and Nationalisation, Recourse to Institutional Agencies, Policy Guidelines and Framework, Sick Industrial Companies (Special Provisions) Act, 1985, Role of Board for Industrial and Financial Reconstruction (BIFR).

UNIT-10: INDUSTRIAL RELATIONS-

Industrial Relations Scenario, Causes of Industrial Disputes, Prevention and Settlement of Disputes— Statutory Measures, Non-Statutory Measures, Collective Bargaining— The Concept, Types of Collective Bargaining Agreements, Collective Bargaining Process, Pre-requisites for Collective Bargaining, Workers' Participation in Management (WPM)— The Concept, Schemes of WPM in India.

UNIT-11: SMALL SCALE SECTOR-

Significance and Growth of Small Scale Sector— Definition, Significance, Growth, Problems of Small

Scale Sector, Institutional Framework for Small Scale Industry— National Level Institutions, State Level Infrastructure, District Level Centers, Government Policy Towards Small Scale Industries— Industrial Policy for Small Scale Industry, Programmes for Promotion of Small Scale Industry.

BLOCK-IV EXTERNAL SECTOR AND ECONOMIC REFORMS

UNIT-12: FOREIGN INVESTMENT AND MNCs-

Foreign Capital, Types of Foreign Capital, Foreign Direct Investment, Portfolio Investment, Role of Foreign Capital, Government Policy, Joint Ventures— Meaning, Types of Joint Ventures, Advantages, Disadvantages, Indian Joint Ventures, Multinational Corporations (MNCs)— Definition, Characteristics of MNCs, Merits, Demerits.

UNIT-13: INDIA'S FOREIGN TRADE-

Importance of Foreign Trade, Trends in India's Foreign Trade, Composition of Foreign Trade— Composition of Exports, Composition of Imports, Direction of Foreign Trade— Direction of Exports, Direction of Imports, Regulation of Foreign Trade, Export Promotion Measures— Facilities for Creation of Production Base, Facilities by Creating Special Status, Fiscal Incentives, Market Development Assistance.

UNIT-14: BALANCE OF PAYMENTS AND EXIM POLICY-

Concepts of Balance of Trade (BOT) and Balance of Payments (BOP)— Current Account and Capital Account, Balance of Payments, Trends in India's Balance of Payments, Causes of BOP Deficits, Measures Adopted to Solve the Problem, Concept of the Rate of Exchange— Foreign Exchange Rates, Current Rate and Par of Exchange, Mechanism of Exchange Rates Determination— Demand and Supply, Exchange Rate Determination in India, Export-Import Policy (1997-2002) Role of EXIM Bank— Genesis of Exim Bank, Exim Bank's Lending

Programmes.

UNIT-15: INTERNATIONAL TRADE RELATIONS-

Bilateral Trade Relations, Multilateral Trading System— Advantages of Free trade, Disadvantages of Free Trade, Arguments for Protection, Instruments of Protection, General Agreement on Trade and Tariffs (GATT)— Objectives of GATT, Role of GATT, World Trade Organisation (WTO)— Functions of the WTO, WTO Agreements, and Evaluation.

UNIT-16: NEW ECONOMIC POLICY-

Need for New Economic Policy, Nature and Scope of New Economic Policy— Liberalisation, Reform of the Public Sector, Privatisation, Globalisation, Progress and Problems in the Implementation of New Economic Policy, An Assessment of New Economic Policy.

UGCOM-13

BLOCK-I BRANCH AND DEPARTMENTAL ACCOUNTS

UNIT-01: BRANCH ACCOUNTS-I -

Need for Branch Accounting, Types of Branches, Accounting for Dependent Branches, Debtors System— Cost Price Method, Invoice Price Method, Final Account system, Stock and Debtors System.

UNIT-02: BRANCH ACCOUNTS-II -

Accounting System of an Independent Branch, Some Peculiar Items— Goods in Transit, Cash in Transit, Head Office Expenses Chargeable to Branch, Depreciation on Branch Fixed Assets, Accounts Maintained by Head Office, Inter-branch Transactions, Incorporation of Branch Trial Balance in the Head Office Books— Detailed Incorporation, A Bridged Incorporation, Closing Entries in Branch Books, A Comprehensive Illustration.

UNIT-03: DEPARTMENTAL ACCOUNTS -

Meaning and purpose of Departmental Accounts, Importance of Departmental Accounts, Recording of Transactions, Allocation of Expenses, Inter-Departmental Transfers.

BLOCK - II HIRE PURCHASE ACCOUNTS

UNIT-04: HIRE PURCHASE ACCOUNTS-I -

Nature of Hire Purchase Agreement, Legal Position— Definition, Characteristics of Hire Purchase Agreement, Rights of Hires, Ascertaining the Interest/Cash Price— Ascertainment of Interest, Ascertainment of Total Cash Price, Accounting Records in the Books of the Purchaser— When the Asset is Recorded at Full Cash Price, When the Asset is Recorded at Cash Price Actually Paid, Accounting Records in the Books of Vendor.

UNIT-05: HIRE PURCHASE ACCOUNTS-II -

Default and Repossession— Rights of the Hire Vendor, Restrictions on the Owner, Accounting for Default and Repossession— Complete

Repossession, Partial Repossession, Installment Payment System, Accounting for Installment Payment System— Books of the Buyer, Books of the Vendor.

UNIT-06: HIRE PURCHASE ACCOUNTS-III -

Basic Record for Goods of Small Value Sold on Hire Purchase, Relevant Terms, Ascertainment of Profit— Treatment of Goods Repossessed, Calculation of Missing Figures, Stock and Debtors System.

BLOCK – III PARTNERSHIP ACCOUNTS

UNIT-07: GENERAL INTRODUCTION AND DISTRIBUTION OF PROFITS-

Meaning of Partnership, Partnership Deed, Provisions Affecting Partnership Accounts, Distribution of Profits— Profit and Loss Appropriation Account, Calculation of Interest on Capital, Calculation of Interest on Drawings, Guarantee of Minimum Profit to Partner, Past Adjustments, Fixed and Fluctuating Capitals, Final Accounts.

UNIT-08: ADMISSION OF A PARTNER-

Admission of a Partner: List of Adjustments, Calculation of New Profit Sharing Ratio, Calculation of Sacrificing Ratio, Goodwill— Meaning of Goodwill, Factors Affecting the Value of Goodwill, Need for Valuation of Goodwill, Methods of Valuation of Goodwill, Treatment of Goodwill on Admission of a Partner, Revaluation of Assets and Liabilities, Adjustment of Accumulated Profits or Losses, Adjustment of Capitals, Change in the Profit Sharing Ratio.

UNIT-09: RETIREMENT OR DEATH OF A PARTNER-

New Profit Sharing Ratio, Gaining Ratio, Treatment of Goodwill— When Goodwill Does not Appear in the Books, When Goodwill Appears in the Books, Adjustment for Accumulated Profits/Losses, Adjustment for Revaluation of Assets and Liabilities, Adjustment for Unrecorded Assts and Liabilities, Payment to the Retiring Partner— Payment of Full Amount Due, Payment of the Amount due in Equal Instalments at Fixed Intervals and the Unpaid Balance

Earning Interest, Payment of the Amount due in Equal Instalments plus Interest on Outstanding Balance, Payment of the Amount due in Equal Instalments Including Interest. Death of Partner: Accounting Implications— Ascertain-ment of Share of Profits (Losses) upto the Date of Retirement/Death, Settlement of Executor's Account, Joint Life Policy, Comprehensive Illustrations.

UNIT-10: DISSOLUTION OF A PARTNERSHIP FIRM-

Meaning of Dissolution— Dissolution of Partnership, Dissolution of a Firm, Modes of Dissolution, Settlement of Accounts, Accounting Treatment— Simple Dissolution, Dissolution on Account of Insolvency of Partners, Dissolution on Sale to a Company.

BLOCK - IV COMPANY ACCOUNT-I

UNIT-11: GENERAL INTRODUCTION -

Meaning of Company— Special Features of a Company, Special Features of a Company, Kinds of Companies, Distinction between a Company and a Partnership, Formation of a Company— Filing of Basic Documents, Certificate of Incorporation, Allotment of Shares, Statutory Books, Books of Account, Share Capital— Categories of Share Capital, Classes of Shares,

UNIT-12: RECORD OF SHARE CAPITAL TRANSACTIONS-

Procedure and Accounting Entries for Issue of Shares— Procedure for Issue of Shares, Basic Accounting Entries for Issue of Shares, Issue of Shares for Consideration other than Cash, Issue of Shares for Cash— Issue of Shares for Cash at Par, Issue of Shares for Cash at a Premium, Issue of Shares for Cash at a Discount, Oversubscription of Shares— Full allotment, Pro-rata Allotment, Calls in Arrears, Calls in Advance, Forfeiture of Shares, Reissue of Forfeited Shares, Issue and Redemption of Preference Shares— Issue of Preference Shares— Issue of Preference Shares, Redemption of Preference Shares.

UNIT-13: ISSUE AND REDEMPTION OF DEBENTURES-

What is a Debenture? Difference between Shares and Debentures, Types of Debentures, Issue of Debentures— When Debentures are Issued for Consideration other than Cash, When Debentures are Issued for Cash, Issue of Debentures as a Collateral Security, Debentures Issued at Different Terms, Writing off Loss on Issue of Debentures, Redemption of Debentures— Redemption on Maturity, Redemption in Instalments, Redemption by Purchase from the market, Redemption by Conversion.

UNIT-14: PURCHASE OF BUSINESS AND PROFITS PRIOR TO INCORPORATION-

Meaning and Need, Purchase Consideration, Goodwill or Capital Reserve, Accounting Entries, Interest to Vendors, Debtors and Creditors Taken over for Collection and Payment on behalf of the Vendors, Profits Prior to Incorporation, Some Comprehensive Illustrations.

BLOCK - V COMPANY ACCOUNTS-II

UNIT-15: FINAL ACCOUNTS-I -

Company Final Accounts, Legal Requirements as to Profit and Loss Account (Schedule VI Part II)— Income, Expenses and Provisions, Appropriation of Profits, Forms of Profit and Loss Account, Special Features of Company Profit and Loss Account, Legal Requirements as to Company Balance Sheet (Schedule VI Part I)— Proforma of Balance Sheet, Liabilities, Assets, Summarised Balance Sheet (Vertical Form).

UNIT-16: FINAL ACCOUNTS-II -

Treatment of Special Items Relevant to Company Final Accounts— Preliminary Expenses, Expenses on Issue of Shares and Debentures, Premium on Issue of Shares, Calls in Arrears and Calls in Advance, Forfeited Shares, Depreciation on Fixed Assets, Provision for Taxation, Dividends, Interest on Debentures, Transfer to Reserves, Balance of Profit and Loss Account, Preparation of Final Accounts.

UNIT-17: ANALYSIS OF FINANCIAL STATEMENTS

Nature of Financial Statement, Uses and Limitations of Financial Statements— Uses, Limitations, Financial Analysis and its Techniques, Meaning of Ratio Analysis, Objectives of Ratio Analysis, Classification of Ratios, Ratios to Assess Financial Soundness— Liquidity Ratios, Long Term Solvency Ratios, Long Term Solvency Ratios, Ratios to Assess Efficiency (Turnover Ratios), Ratios to Assess Profitability— Profitability in relation to Sales, Profitability in relation to Capital Employed (Investment), A Comprehensive Illustration, Standards for Comparison, Usefulness of Ratio Analysis, Limitations of Ratio Analysis.

UNIT-18: STATEMENT OF CHANGES IN FINANCIAL POSITION-I -

What is Statement of Changes in Financial Position?, Meaning of Fund, Flow of Funds, Sources and Uses of Funds, Steps involved in Preparation of Fund Flow Statement, Schedule of Changes in Working Capital, Funds from Operations— Depreciation, Profit or Loss on Sale of Fixed Asset, Profit or Loss on Sale of Long-term Investments, Amortisation of Expenses and Writing off Intangible Assets, Provision for Taxation, Proposed Dividends, Provision for Doubtful Debts, Items representing Appropriation of Profits, Statement of Funds from Operation.

UNIT-19: STATEMENT OF CHANGES IN FINANCIAL POSITION-II -

Preparation of Fund Flow Statement, Importance of Fund Flow Statement, Cash Flow Statement— Sources and Uses of Cash, Ascertaining Cash from Operations, Preparation of Cash Flow Statement, Uses of Cash Flow Statement, Distinction between Cash Flow Analysis and Fund Flow Analysis.