

**UNIVERSITY OF MUMBAI**

**S Y B Com 2012-13 under SBCGS**

**COMPUSORY COURSES**

1. Commerce Paper III and IV
2. Business Economics Paper III and IV
3. Accounting and Financial Management Paper III and IV
4. Foundation Course Paper III and IV
5. Business Law Paper I and II

**APPLIED COMPONENT GROUP COURSES**

(Any One)

- 1.Economic Systems
- 2.Advertising
- 3.Co-Operation
- 4.Company Secretarial Practice
- 5.Computer Programming

# **1. Commerce - (Principles of Management and Finance)**

## **Semester---III**

### **Module- I**

#### **Management and Planning: (10 Lectures)**

A) Management - Definition of Management – Importance – Characteristics – Principles – Functions – Levels of Management.

B) Planning - Definition – Process – Components – Advantages and Constraints – Essentials of a Good Plan.

### **Module- II**

#### **Organising: (10 Lectures)**

Process – Formal and Informal Organisation – Organisation Structure – Line Organisation – Line and Staff Organisation – Span of Control – Factors – Graicunas Theory – Departmentalisation – Meaning – Bases of Departmentalisation – Delegation – Process – Barriers to Delegation – Delegation v/s Decentralisation – Matrix Organisation.

### **Module- III**

#### **Production Management: (10 Lectures)**

Scope – Functions – Production Planning and Control – Objectives and Steps – Concepts of Productivity and Efficiency - Factors for Location of Production Unit – Production Systems – Intermittent – Continuous – Flexible Manufacturing System – Selection of Suitable Production System

### **Module- IV**

#### **Total Quality Management and Inventory Management: (10 lectures)**

A) Quality Control – SQC – Inspection – Total Quality Management – Quality Circle – Quality Assurance – ISO 9001.

B) Inventory Management – Objectives – Functions – Systems – Periodical and Perpetual Control System – Techniques of Inventory Control.

#### **Assignments/ Presentations/ Case Studies related to above modules( 5 Lectures)**

## **Semester---IV**

### **Module- V**

#### **Corporate Finance: (10 Lectures)**

Corporate Finance – Objectives – Financial Management – Functions – Concept of Shareholders' Wealth Maximisation – Risk and Returns.

### **Module- VI**

#### **Capital Structure:( 10 Lectures)**

Components – Policies – Factors affecting Capital Structure – Concept of Trading on Equity - Venture Capital – Private Placements

### **Module- VII**

#### **Indian Financial System: (10 Lectures)**

Primary Market – Secondary Market – Stock Exchanges – Company Law Board – Corporate Governance – SEBI – Formation – Function -Protection of Investor's Interest

### **Module- VIII**

#### **Contemporary Issues in Securities Market: (10 lectures)**

Fundamental and Technical Analyses — Forward Contracts – Leasing – Role of Credit Rating Agencies – Demat Trading – Merchant Banking – Foreign Direct Investment –.

#### **Assignments/ Presentations/ Case Studies related to above modules (5 Lectures)**

### **Question Paper Pattern**

- **40 marks- Internal**
- **Semester End Exam : TWO Hours – 60 Minutes**
- **Question Paper Pattern:**

**N.B. 1. All Questions are compulsory**

**2. All Questions carry equal marks.**

Q 1. Attempt any TWO (Out of Three )

Q 2. Attempt any TWO (Out of Three )

Q 3. Attempt any TWO (Out of Three )

Q 4. Attempt any TWO (Out of Three )

**(One Question From Each Module)**

## **2. BUSINESS ECONOMICS**

### **SYLLABUS FOR SEMESTER III and IV**

#### **Preamble:**

The syllabus of S.Y.B.Com. – Business Economics is an attempt to acquaint the students with the various important concepts and issues of macroeconomics and its relevance to Indian economy in the present context.

The syllabus also incorporates issues related to globalization to enable the students to understand impacts of global economy on national policy making.

### **SEMESTER - III**

#### **1. Introduction to Macro Economics (15 Lectures)**

Circular Flow of Income: Closed (two and three sector models) and Open Economy Models- Trade Cycles: Features and Phases-Changing Sectoral Composition of India's National Income.

#### **2. Economy in the Short-Run (15 Lectures)**

Meaning of Aggregate Demand and Equilibrium National Income ( $Y=E$ ), Concept of Multiplier-Supply of Money: Constituents, Determinants, Velocity of Circulation of Money; RBI's Approach to Money Supply - Demand for Money, Liquidity Preference Approach.

IS-LM Framework

#### **3. Issues in Inflation, Employment and Unemployment (15 Lectures)**

Demand Pull and Cost Push Inflation, Causes and Effects of Inflation, Measures to control inflation in India. Impact of globalization on employment in India, Nature of unemployment in India, Employment Policy since 1991.

## SEMESTER – IV

### 1. Economic Transition in India (15 Lectures)

A) Agriculture: Importance of agriculture in Indian economy, Recent issues and Policies in Indian agriculture – Impact of WTO on Indian Agriculture.

B) Industry: Structural Changes and Composition of Industry since 1991– Small Scale Industries: Role, Problems and Policies Since 2000 – Disinvestment: Policies and issues – SEZ: Concept, Role and Impact.

C) Significance and Growth of Services Sector.

### 2. Economy in the long-run (15 Lectures)

Sources of Growth–Concept and Importance of Knowledge Economy: Knowledge-Based Exports from India.

### 3. Inclusive Growth (15 Lectures)

Meaning and Importance, Overview of Millennium Development Goals - Government Policy to Promote Human Development in India with reference to Education, Health and Family Welfare - National Population Policy 2000.

#### References:

Datt R. & K.P.M. Sundaram, Indian Economy, S.Chand& Co.

Dornbusch R. & S. Fischer, Economics, Tata McGraw Hill.

Dornbusch R. & S. Fischer, Macroeconomics, Tata McGraw Hill.

Economic & Political Weekly: Various Issues.

Mishra S.K. & V.K. Puri, Macroeconomics, Himalaya Publishing House.

Nagesh Kumar & K.J. Joseph (ed.) International Competitiveness & Knowledge – based Industries in India, Oxford University Press, 2007.

Prasad C.S., Mathur V. & Chatterjee A, 60 Years of Indian Economy 1947-2007 Vol. I & II., New Century Publications, New Delhi,

World Bank, Building Knowledge Economies: Advanced Strategies for Development, 2007

World Development Report: Various Issues

## **Internal and External Examination for Semesters III and IV**

The Internal Examination will be for 40 marks and the External Examination will be for 60 marks.

Internal examination may be split into –

- i) 2 tests of 10 mark each.
- ii) 10 marks for project or assignment and
- iii) 10 marks for attendance and class participation

### **Question Paper Pattern for the Semester End Examination (60 marks).**

There will be four questions in all. All questions are **COMPULSORY** and will have internal choice. (Total 60 marks).

### **Question Paper Pattern for Semester End Examination (60 marks).**

There will be four questions in all. All the questions are **COMPULSORY** and will have internal choice. (Total 60 marks).

**Q1. Module I** (Total marks 14)

Three questions: A **OR** B **OR** C. Attempt any two – (7 marks each)

**Q2. Module II** (Total marks 14)

Three questions: A **OR** B **OR** C. Attempt any two – (7 marks each)

**Q3. Module III** (Total marks 14)

Three questions: A **OR** B **OR** C. Attempt any two – (7 marks each)

**Q4. Write explanatory notes:** (Total 18 Marks)

Six explanatory notes: Two from each module. **Attempt Any Three** – (6 marks each)

### **3.ACCOUNTING AND FINANCIAL MANAGEMENT**

#### **Semester III**

<b>Units</b>		<b>No. of Lectures</b>
1.	Admission of a partner	12
2.	Retirement/Death of a partner	12
3.	Dissolution of a firm	10
4.	Piecemeal Distribution of cash	12
5.	Partnership final accounts based on adjustment of admission or retirement of a partner during the year	14
<b>Total</b>		<b>60</b>

Sr No	Units	No of Lectures
1	<b>Admission of partner</b>	12
	Revaluation of assets/liabilities through Profit & Loss Adjustment Account	
	Accumulated Profits/Losses and fictitious assets appearing in the Balancesheet	
	Computation of Sacrifice ratio/ New profit sharing ratio	
	Treatment of goodwill brought in cash/goodwill raised in books /goodwill raised and written off	
	Adjustment of Capitals	
	Preparing journal/ledger accounts, revised Balancesheet	
	Excluding	
	Admission/retirement/death included in the same question	
2	<b>Retirement/Death of partner</b>	12
	Revaluation of assets/liabilities through Profit & Loss Adjustment Account	
	Accumulated Profits/Losses and fictitious assets appearing in the Balancesheet	
	Computation of gain ratio/ new profit sharing ratio	
	Treatment of goodwill brought in cash/goodwill raised in books /goodwill raised and written off	
	Adjustment of Capitals	
	Preparing journal/ledger accounts, revised Balancesheet	
	Excluding	
	Admission/retirement/death included in the same question	
	Repayment of partners dues in instalments	
3	<b>Dissolution of firm</b>	10
	Entries to close the books of accounts/ Ledger accounts	
	Insolvency of one or all the partners	
	Adjustment of partners based on Profit sharing ratio	
	Treatment of unrecorded assets/liabilities	
	<i>Excluding</i>	
	<i>Garner V Murray</i>	
4	<b>Piecemeal distribution of cash</b>	12
	Excess Capital Method only	
	Asset taken over by a partner	
	Treatment of past profits or past losses in the Balancesheet	
	Contingent liabilities/Realisation expenses/amount kept aside for expenses and adjustment of actual	
	Treatment of secured liabilities	
	Treatment of preferential liabilities like Govt dues/labour dues etc	
	<i>Excluding</i>	
	<i>Insolvency of partner</i>	



	<i>Maximum Loss Method</i>	
5	Partnership final accounts based on adjustment of admission or retirement of a partner during the year	14
	Simple final accounts questions to demonstrate the effect on final	
	Accounts when a partner is admitted during the year or when partner	
	Retires/dies during the year	
	Allocation of gross profit prior to and after admission/retirement/death when stock on the date of admission/retirement is not given and apportionment of other expenses based on time/Sales/other given basis	
	Ascertainment of gross profit prior to and after admission/retirement/death when stock on the date of admission/retirement is given and apportionment of other expenses based on time/Sales/other given basis	
	Exclude	
	Questions where admission/retirement/death takes place in the same year	

# Question Paper Pattern

## Semester III Examination : 60 Marks

From the Academic Year: 2012-13

### Accounting and Financial Management: Paper III

Q. No.		Particulars	Marks	marks
1		Problem	15	15
		OR		
1		Problem	15	
2		Problem	15	15
		OR		
2	a	Problem	8	
	b	Problem	7	
3		Problem	15	15
		OR		
3	a	Problem	8	
	b	Problem	7	
4		Objective questions*	15	15
		OR		
4		Objective questions*	15	
		<b>Total Marks</b>		<b>60</b>

\*Multiple Choice / True or False / Fill in the Blanks / Match the Columns/Short Questions

## Semester IV

<b>Units</b>		<b>No. of Lectures</b>
1.	Amalgamation of Partnership firms	14
2.	Branch Accounts	12
3.	Consignment Accounts	12
4.	Hire Purchase Transactions	12
5.	Fire Insurance Claims	10
<b>Total</b>		<b>60</b>

Sr No	Units	No of Lectures
1	<b>Amalgamation of Partnership firms</b>	14
	Realisation method only	
	Calculation of purchase consideration	
	Journal/ledger accounts of old firms	
	Preparing Balancesheet of new firm	
	Adjustment of goodwill in the new firm	
	Realignment of capitals in the new firm by current accounts/cash or a combination thereof	
	Excluding	
	Common transactions between the amalgamating firms	
2	<b>Branch Accounts</b>	12
	Meaning of Branch/classification of branch	
	Accounting for dependent branch not maintaining full books by	
	a) Debtors method	
	b) Stock and debtors method	
3	<b>Consignment Accounts</b>	12
	Accounting for consignment transactions	
	Valuation of stock	
	Invoicing of goods at higher price	
	Exclude	
	Overriding commission	
	Normal/abnormal losses	
4	<b>Hire Purchase Transactions</b>	12
	Meaning of hire purchase	
	Contents of Hire Purchase agreement	
	Calculation of interest	
	Accounting for hire purchase transactions by Asset purchase method based on full cash price only	
	Preparation of Ledger accounts/Journal in the books of buyer as well as seller	
	Exclude	
	Interest Suspense Method	
	Asset Accrual method	
	Repossession	
	Calculation of cash price by working back	
5	<b>Fire Insurance Claims</b>	10
	Computation of loss of stock by fire	
	Ascertainment of claim as per the insurance policy	
	Exclude	

	Loss of profit and consequential loss	
--	---------------------------------------	--

## Question Paper Pattern

### Semester IV Examination: 60 Marks

From the Academic Year: 2012-13

### Accounting and Financial Management: Paper IV

Q. No.		Particulars	Marks	marks
1		Problem	15	15
		<b>OR</b>		
1		Problem	15	
2		Problem	15	15
		<b>OR</b>		
2	a	Problem	8	
	b	Problem	7	
3		Problem	15	15
		<b>OR</b>		
3	a	Problem	8	
	b	Problem	7	
4		Objective questions*	15	15
		<b>OR</b>		
4		Objective questions*	15	

	<b>Total Marks</b>		<b>60</b>
--	--------------------	--	-----------

**\*Multiple Choice / True or False / Fill in the Blanks / Match the Columns/Short Questions**

### Reference Books

<b>Sr no</b>	<b>Title of the Book</b>	<b>Author</b>	<b>Publisher</b>
1	Introduction to Accountancy	T.S.Grewal	S. Chand & Co. (P) Ltd., New Delhi
2	Advanced Accounts	Shukla & Grewal	S. Chand & Co. (P) Ltd., New Delhi
3	Advanced accountancy	R.L.Gupta & M. Radhaswamy	S. Chand & Co. (P) Ltd., New Delhi
4	Modern Accountancy	Mukerjee & Hanif	Tata Mc. Grow Hill & Co. Ltd.,Mumbai
5	Financial Accountancy	Lesile ChandWichk	Pretice Hall of India Adin Bakley (p) Ltd.
6	Financial Accounting for Management Texts & Cases	Dr. Dinesh D Harsalekar	Multi-Tech. Publishing Co. Ltd.,Mumbai
7	Financial Accounting	P.C.Tulsian	Tata Mc. Grow Hill & Co. Ltd.,Mumbai
8	Accounting Principles	R.N. Anthony J. S. Reece	Richard Irwin Inc.
9	Financial Accounting	J.R.Monga, Girish Ahuja & Ashok Shehgal	Mayur Paper Back
10	Advanced Accounts	M.C. Shukla, T.S.Grewal & Gupta	S. Chand & Co. (P) Ltd., New Delhi
11	Compendium of Statement & Standard Of Accounting		Institute of Chartered Accountants of India,New Delhi
12	Indian Accounting Standard	Ashish Bhattacharya	Tata Mc. Grow Hill & Co. Ltd.,Mumbai
13	Financial Accounting	Williams	Tata Mc. Grow Hill & Co. Ltd.,Mumbai
14	Indian Accounting Standards and US Gaap	Dolphy Desouza	Snow White Publications Ltd.
15	Company Accounting Standards	Shrinivasan Anand	Taxman

## 4.Foundation Course Semester III and IV

### Objectives

- Develop a basic understanding about issues related to human rights violations, ecology and urban-rural disparities in access to health and education
- Gain an overview of significant skills required to address competition in career choices
- Appreciate the importance of developing a scientific temper towards technology and its use in everyday life

Semester III

Total Marks: 100

Lectures: 45

### Unit 1 Human Rights Violations and Redressal

(10 lectures)

- A. Types and nature of human rights violations faced by vulnerable groups, namely the Scheduled Castes, Scheduled tribes, Women, Children and Minority communities  
**( 3 lectures)**
- B. Human Rights violations faced by People with Disabilities and by the Elderly population  
**(1 lecture)**
- C. Constitutional provisions and laws protecting the rights of vulnerable groups- **( 4 lectures)**  
Right to Equality, Right to Freedom, Right against Exploitation  
Salient features of some important Acts like  
The Prevention of Atrocities (Against SC/ST) Act, 1989;  
The Domestic Violence Act, 2005;  
Vishakha Guidelines for Preventing Sexual Harassment at Workplace, 1997;  
The Child Labour (Prohibition and Regulation) Act, 1986;  
The Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995;
- D. Redressal mechanisms at the National and State levels- **( 2 lectures)**  
The National Human Rights Commission (NHRC), the SC/ST Commission, the National Commission for Women; the Minorities Commission

### Unit 2 Dealing With Environmental Concerns

(10 lectures)

- A. Threats to the environment arising from extinction, loss of habitat, degradation of environment, pollution, and climate change  
**(2 lectures)**
- B. Some locally relevant case studies of environmental disasters  
**(3 lectures)**

- C. Concept of Disaster and general effects of Disasters on human life- physical, psychological, economic and social **(2 lectures)**
- D. Dealing with Disasters - Factors to be considered in Prevention, Mitigation (Relief and Rehabilitation) and disaster Preparedness **(2 lectures)**
- E. Human Rights issues in addressing disasters- issues related to compensation, equitable and fair distribution of relief and humanitarian approach to resettlement and rehabilitation **(1 lecture)**

### **Unit 3 Science and Technology I**

**(10 lectures)**

- A. Development of Science- the ancient cultures, the Classical era, the Middle Ages, the Renaissance, the Age of Reason and Enlightenment **( 2 lectures)**
- B. Nature of science- its principles and characteristics; Science as empirical, practical, theoretical, validated knowledge **(1 lecture)**
- C. Science and scientific temper- significance of observation and experimentation, empirical explanation and objectivity; scientific temper as a fundamental duty of the Indian citizen **(2 lectures)**
- D. Science and Superstition- the role of science in exploding myths, blind beliefs and prejudices; role of science and scientific temper in promoting tolerance and harmony in social groups **(3 lectures)**
- E. Science in everyday life- technology, its meaning and role in development; Interrelation and distinction between science and technology **(2 lectures)**

### **Unit 4 Soft Skills for Effective Interpersonal Communication**

**(8 lectures)**

#### **A**

- I) Effective Listening- importance and features
  - II) Verbal and non-verbal communication; public-speaking and presentation skills
  - III) Barriers to effective communication; importance of self-awareness and body language
- (3 lectures)**

#### **B**

- I) Formal and Informal communication- purpose and types
  - II) Writing formal applications, Statement of Purpose (SOP) and resume
  - III) Preparing for Group Discussions, Interviews and Presentations
- (3 lectures)**

#### **C**

- I) Leadership Skills and Self-improvement- characteristics of effective leadership
  - II) Styles of leadership and team building
- (2 lectures)**



## **Unit 5 Understanding Issues of Right to Health and Education(7 lectures)**

### **A**

- I) Concept and Determinants of Health- holistic health including physical and mental well-being; food security, adequate nutrition, safe drinking water and sanitation, healthy environment and working conditions, availability of healthcare and medical services, gender equality
- II) Right to Health- right to a system of health protection to all without discrimination; right to prevention, treatment and control of diseases; Access to essential medicines;
- III) Issues of access, affordability and availability in promoting Right to Health**(4 lectures)**

### **B**

- I) Right to Education- universalization of education and obstacles to free and compulsory education for all
- II) Issues of access, affordability and availability in the education sector
- III) Contemporary challenges in the Education sector-increasing privatisation of education, decreasing fund allocation by Government **(3 lectures)**

## **Projects/Assignments**

Projects/Assignments should be drawn for the component on Internal Assessment from the topics in Unit 1 to Unit 5. Students should be given a list of possible topics- at least 3 from each unit at the beginning of the semester. The project/assignment can take the form of street-plays/power-point presentations/poster exhibitions and similar other modes of presentation appropriate to the topic; students can work in groups of not more than 8 per topic. Students must submit a hard/soft copy of the project/assignment before appearing for the semester end exam.

## **Assessment Pattern**

The student will be assessed on the basis of Internal Assessment of 40 marks and a Semester End Exam of 60 marks. The student will have to secure a minimum of 40% marks in aggregate and a minimum of 40% in each component of assessment i.e. 16 out of 40 in Internal Assessment and 24 out of 60 in Semester End Exam.

### **Internal Assessment:**

- There will be **two mid-semester tests of 10 marks each** on Units 1 and 2 and units 3,4 and 5 respectively;
- The test will, as far as possible, comprise of objective questions and/or short notes.
- The student will have to submit **an assignment/project for 10 marks** before appearing for the Semester End Exam. This assignment/project will be **on any topic from Units 1 to 5** (as explained in Unit 6

in the syllabus) and can take the form of street-plays/exhibition/power-point presentations or similar other modes suitable to the topic selected; students can work in groups of not more than 8 for the purpose of this assignment. Students will have to submit a hard/soft copy of the assignment before appearing for the Semester End Exam. **The assignment/project will be assessed for 10 marks .**

**10 marks will be allotted to the overall participation** in classroom learning, and skills of articulation, teamwork and leadership exhibited during the course in organizing related learning activities, as clarified in the University manual for Credit-Based Semester System.

### **Question Paper Pattern**

**There will be four questions in all with internal divisions as follows:**

**Question Number 1, 2 and 3 will be on Unit Numbers 1, 2 and 3 respectively each carrying 15 marks.**

**Each of these questions will be sub-divided into one long answer question for 9 marks, having internal choice; and one short answer question for 6 marks having internal choice.**

**Question number 4 will be on Unit Numbers 4 and 5 and will be short notes, each carrying 5 marks. Students will have a choice of answering 3 short notes out of 6.**

**The Question paper therefore will read as follows:**

**Question 1 (on unit 1) 15 marks**

**1a) or 1b) long answer (9 marks)**

**1c) or 1d) short answer (6 marks)**

**Question 2 (on unit 2) 15 marks**

**2a) or 2b) long answer (9 marks)**

**2c) or 2d) short answer (6 marks)**

**Question 3 (on unit 3) 15 marks**

**3a) or 3b) long answer (9 marks)**

**3c) or 3d) short answer (6 marks)**

**Question 4 (on units 4 and 5) 15 marks**

**Any three short notes**

**4a, 4b, 4c, 4d, 4e, 4f, 4g (5 marks each)**

**NOTE: All other rules regarding Standard of Passing, ATKT, etc., will be as per those decided by the Faculty of Commerce and passed by the Academic Council from time to time.**

**Semester IV**

**Total Marks: 100**

**Lectures: 45**

**Unit 1 Significant Rights of Citizens**

**(10 lectures)**

- A. Rights of Consumers-right to safety, right to be informed, right to choose, right to be heard, right to seek redressal, right to consumer education;  
Violations of consumer rights and important provisions of the Consumer Protection Act, 1986;  
Other important laws to protect consumers, like- Indian Contract Act, 1872, Sale of Goods Act, 1930, The Essential Commodities Act, 1955, The Prevention of Food Adulteration Act, 1955, The Standards of Weights and Measures Act, 1976  
Consumer courts and consumer movements **(4 lectures)**
- B. Right to Information- Genesis and relation with transparency and accountability; important provisions of the Right to Information Act, 2005; some success stories **(3 lectures)**
- C. Protection of Citizens'/Public Interest-Public Interest Litigation, need and procedure to file a PIL; some landmark cases. **(3 lectures)**

**Unit 2 Ecology: Approaches, Ethics and Issues**

**(9 lectures)**

- A. Understanding approaches to ecology- Anthropocentrism, Biocentrism and Eco centrism, Ecofeminism and Deep Ecology **(3 lectures)**
- B. Environmental Ethics- Libertarian ethics, Ecologic Extension and Conservation; concept of intrinsic and extrinsic value of human and non-human life; eco spirituality. **(3 lectures)**

- C. Some significant principles and issues- 'polluter pays' principle and global and local issues of fair share of carbon space **(3 lectures)**

### **Unit 3 Science and Technology II**

**(10 lectures)**

- A. **Technology and Development**- the interconnectedness between growth of technology and development of societies **(2 lectures)**
- B. **Some significant modern technologies, their basic features and applications: (6 lectures)**  
**Laser Technology**- Light Amplification by Stimulated Emission of Radiation"; use of laser in remote sensing, GIS/GPS mapping, medical use  
**Satellite Technology**- various uses in satellite navigation systems, GPS, and in precise climate and weather analyses  
**Information and Communication Technology**- electronic systems such as telecommunication, radio, television, video and internet aided by computer-based information systems; convergence of various technologies like satellite, computer and digital in the information revolution of today's society  
**Biotechnology and Genetic engineering**- applied biology and uses in medicine, pharmaceuticals and agriculture; genetically modified plant, animal and human life **Nanotechnology**- definition: the study, control and application of phenomena and materials at length scales below 100 nm; uses in medicine, military intelligence and consumer products
- C. **Issues of Control, Access and Misuse of Technology** **(2 lectures)**

### **Unit 4 Introduction to Competitive Exams**

**(9 lectures)**

- A. Basic information on Competitive Exams- the pattern, eligibility criteria and local centres: Exams conducted for entry into professional courses- Graduate Record Examinations (GRE), Graduate Management Admission Test (GMAT), Common Admission Test (CAT) and Scholastic Aptitude Test (SAT)  
Exams conducted for entry into jobs by Union Public Service Commission, Staff Selection Commission (SSC), State Public Service Commissions, Banking and Insurance sectors, and the National and State Eligibility Tests (NET/SET) for entry into teaching profession **(3 lectures)**

**[NOTE: Students will not be tested on above topics]**

- B. Soft skills required for competitive exams-
- i) Information on areas tested- Quantitative Ability, Data Interpretation, Verbal Ability and Logical Reasoning, Creativity and Lateral Thinking
  - ii) Motivation- concept, theories and types of motivation
  - iii) Goal-setting- types of goals, SMART goals, Stephen Covey's concept of human endowment
  - iv) Time Management- effective strategies for time management **(6 lectures)**

### **Unit 5 Urban-Rural Disparities in Development**

**(7 lectures)**

- A. Concept of 'rural', 'tribal', 'semi-urban' and 'urban'; disparity in availability of services like health, education, transport, electricity and employment **(2 lectures)**
- B. Distribution of natural resources like land, water and forests in rural and urban areas; changing land-use and impact on rural life **(2 lectures)**

- C. Increasing urbanisation and growth of megacities- issues of adequate water availability, affordable housing, transport/traffic congestion, waste management and social tension  
(3 lectures)

### **Projects/Assignments**

Projects/Assignments should be drawn for the component on Internal Assessment from the topics in **Unit 1 to Unit 5**. Students should be given a list of possible topics- at least 3 from each unit at the beginning of the semester. The project/assignment can take the form of street-plays/power-point presentations/poster exhibitions and similar other modes of presentation appropriate to the topic; students can work in groups of not more than 8 per topic. Students must submit a hard/soft copy of the project/assignment before appearing for the semester end exam.

### **Suggested Readings for Foundation Course Semester III and IV**

[Note: This is not an exhaustive or prescriptive list; it is merely suggested reading]

#### **Unit 1 (Human Rights, Consumer Rights, Public Interest)**

- Shivananda, J. Human Rights. Alfa Publications, New Delhi,. 2006
- Rajawat, M. Human Rights and Dalits.Anmol Publications, New Delhi, 2005
- Kaushal, R. Women & Human Rights in India; Kaveri Books, New Delhi, 2000
- Bajpai, A. Child Rights in India; Oxford University Press; New Delhi; 2003
- Biju, M.R. Human Rights in a Developing Society; Mittal Publications, New Delhi, 2005
- Prakash Kumar & Rai, K. B. Right to Know; Vikas Publishing House, NOIDA, 2008
- Naib, Sudhir The Right to Information Act,2005: A Handbook;OUP, New Delhi; 2011
- Sathe, S. P. Judicial Activism in India; OUP; New Delhi, 2002

#### **Unit 2 (Ecology)**

- Satpathy, N. Sustainable Development (An Alternative Paradigm); Karnavati Publications, Ahmedabad, Pachauri R.K & 1998
- Srivastava L. (eds.) Global Partners for Sustainable Development; Tata Energy Research Institute, New Delhi; 1994
- Shiva, Vandana Ecology and the Politics of Survival: Conflict over Natural Resources in India; Sage Publications, California, 1991

- Pereira, W Inhuman Rights: The Western System and Global Human Rights Abuse; Apex Press; 1997
- Pereira, W & Seabrook J Asking the Earth: Farms, Forestry and Survival in India; Earthscan Publications; 1991
- Goel, S.L. Encyclopedia of Disaster Management, Vol. I, II & III; Deep and Deep Publications Pvt. Ltd., New Delhi; 2006
- Parasuraman S. & Unnikrishnan P.V: India Disasters Report; Oxford University Press, New Delhi, 2000

### **Unit 3 (Science and Technology)**

- Encyclopaedia of Science and Technology; McGraw - Hill Publication
- J B S Haldane Science and Everyday Life; Macmillan, 1941. Penguin, Ayer Co. 1975 reprint: ISBN 0-405-06595-7
- Kleinman Daniel Lee Science and Technology in Society; John Wiley and Sons; 2005

### **Unit 4 (Effective Communications Skills)**

- Covey, Stephen 7 Habits of Highly Effective People; Free Press, 2004
- Iyer, Prakash The Habit of Winning; Penguin, India; 2011
- Goldratt, Eliyahu The Goal; The Northriver Press; 3<sup>rd</sup> Edition; 2004
- Goldratt, Eliyahu It's Not Luck; The Northriver Press; 1994
- K. Ashwathappa Human Resource and Personal Management, Tata McGraw-Hill Publishing Company Limited, New Delhi, 2005.
- Baty, Wanyne Vital factors in Interpersonal Communication; Organisational Behaviour, Ed. By H.R.Kundson, Winthrop Publishers, Cambridge, 1978.
- Davidoff, Lindall Introduction to Psychology, McGraw-Hill, New York, 1987.

### **Unit 5 (Health, Education, Urban-Rural Issues)**

- AzimPremji Foundation The Social Context of Education in India; 2004. [www.azimpremjifoundation.org/](http://www.azimpremjifoundation.org/);
- Higher Education in India; UGC Report; 2003

Chaterjee, C Health and Human Rights; Vulnerable Groups in India, CEHAT, Mumbai May 2007 & Sheoran, Gunjan

Datta, Prabhat The Great Indian Divide; Frontline; Volume 21 - Issue 14, Jul. 03 - 16, 2004

Kundu, Amitabh Rural Urban Economic Disparities in India: Database and Trends; 2 December 2010  
<http://www.indiapolicyforum.org/node/21>

### **Question Paper Pattern**

There will be four questions in all with internal divisions as follows:

Question Number 1, 2 and 3 will be on Unit Numbers 1, 2 and 3 respectively each carrying 15 marks.

Each of these questions will be sub-divided into one long answer question for 9 marks, having internal choice; and one short answer question for 6 marks having internal choice.

Question number 4 will be on Unit Numbers 4 and 5 and will be short notes, each carrying 5 marks. Students will have a choice of answering 3 short notes out of 6.

The Question paper therefore will read as follows:

Question 1 (on unit 1) 15 marks

1a) or 1b) long answer (9 marks)

1c) or 1d) short answer (6 marks)

Question 2 (on unit 2) 15 marks

2a) or 2b) long answer (9 marks)

2c) or 2d) short answer (6 marks)

Question 3 (on unit 3) 15 marks

3a) or 3b) long answer (9 marks)

3c) or 3d) short answer (6 marks)

Question 4 (on units 4 and 5) 15 marks

Any three short notes

4a, 4b, 4c, 4d, 4e, 4f, 4g

(5 marks each)

**NOTE: All other rules regarding Standard of Passing, ATKT, etc., will be as per those decided by the Faculty of Commerce and passed by the Academic Council from time to time.**

## **5.BUSINESS LAW**

Credit Based Semester and Grading System with effect from the academic year 2012-13

### **SEMESTER III**

#### **1: Following topics are to be studied in the Contract Act, 1872. ( 15 Lectures)**

1. Definition of Contract and Formation of Contract (Section 1 to 9).
2. Agreement that are enforceable by law( Section 10 to 11).
3. Consent and Free Consent - Voidable Contracts (Section 12 to 22).
4. Void Agreements (Section 23 to 30).
5. Contingent Contracts (Chapter III - Section 31 to 36).
6. Anticipatory Breach of Contract (Section 39).
7. Discharge of Contract by performance, Breach, Frustration, Agreement, Accord and Satisfaction, Operation of Law.
8. Quasi Contracts (Chapter III sections 68 to 72)

#### **2: Following topics are to be studied in the Contract Act, 1872. ( 10 Lectures)**

1. Contract of Indemnity
2. Contract of Guarantee
3. Contract of Bailment
4. Contract of Pledge
5. Contract of Agency

#### **3 : Following topics are to be studied in the Sale of Goods Act, 1930 ( 15 Lectures)**

1. Sale and agreement to sell.
2. Different types of Goods and Price (section 6 to 10 )



3. Conditions and Warranties (Section 11 to 17 )
4. When does the property in goods pass to the buyer (Section 18 to 25 )
5. Rights of an Unpaid Seller (Section 45 to 54 )

**4 : Following topics are to be studied in the Negotiable Instruments Act, 1881( 15 Lectures )**

1. Chapter II Promissory Notes, Bills and Cheques Definitions, Features (Sections 4 to 25)
2. Chapter IV Negotiations (Sections 13, 14 and 46 to 60)
3. Chapter V Presentment (Sections 61 to 77)
4. Chapter VII Discharge from liability of Notes, Bills and Cheques (Sections 62 to 90)
5. Chapter XIII Operational Rules of Evidence-Presumptions as to Negotiable Instruments (Section 118)
6. Chapter XIV Crossed Cheques (Sections 123 to 131)
7. Chapter XV Bills in Sets (Section 132)

**Assignment / Presentations related to above modules 5 lectures**

**SEMESTER IV**

**1: The following topics are to be studied from The Companies Act, 1956 ( 15 Lectures )**

1. Definition, Features of a Company
2. Registration of a Company
3. Types of Companies.
4. Memorandum of Association- Definition, importance and clauses, Doctrine of Ultra Virus, Doctrine of Indoor Management, Doctrine of Constructive Notice.

5. Articles of Association- Definition, importance and contents.

6. Membership of a Company-Its acquisition and Cessation, Rights and Duties of Members.

**2: Following topics are to be studied in the Partnership Act, 1932 (15 Lectures )**

1. Definitions and types of Partnership (Section 4).
2. Relations of Partners with One Another - Rights and Duties of Partners to one another (Section 12 to 17).
3. Relation of Partners with Third Parties - Extent of Implied Authority of a Partner (Chapter III - Section 18 to 29).
4. Minors Position in Partnership (Section 69).
5. Dissolution of Firm and Dissolution of Partnership (Section 39 to 45).
6. Effect of Non-Registration (Section 69).

**3: Following topics are to be studied in the Maharashtra Co-operative Societies Act, 1960 ( 15 Lectures )**

1. Definition and Features of A Co-operative Society.
2. Formation and Registration (including reference to by-law and model by-laws)
3. Types of Co-operative societies.
4. Membership
  - 4.1 Types of Membership.
  - 4.2 Acquisition of Membership.
  - 4.3 termination of Membership.
  - 4.4 Rights and Duties of Membership.
5. Management
  - 5.1 Managing Committee (a) Its Composition by nomination and by Election, (b) Powers and Functions of the Managing Committee (c) Removal of Managing Committee.
  - 5.2 Annual General Meeting, Special General Meeting.
  - 5.3 (a) Audit Enquiry, Inspection and Supervision (b) Dispute, Judicial Powers - Registrar's Powers , Co-operatives Courts and Appellate Courts.

**4: Following topics are to be studied in the Consumers Protection Act, 1986. ( Lectures 10 )**

1. Definitions.
2. Consumer Protection Councils (Section 4 to 8).
3. Consumer Disputes Redressal Agencies (Section 9 to 15)
4. District Forums, State Commission and National Commission - Jurisdiction of and Composition of Terms and Conditions of Service - Removal of the Precedent of member of the National Commission from office in certain circumstances (Rules 12 and 13 of the Consumer Protection Act, 1987).

**Assignment / Presentations related to above modules 5 lectures**

**Exam**

1. 40 Marks – Internal
2. Semester End Exam: 2 hrs. - 60 Marks

**Question Paper Pattern**

- N.B. – 1. All Questions are Compulsory.  
2. All Questions carry equal marks.

Q. 1. Full Length Question on Module I

OR

Q.1 Write Short Notes on (any three out of five) on Module I

Q. 2. Full Length Question on Module 2

OR

Q.2 Write Short Notes on (any three out of five) on Module 2

Q. 3. Full Length Question on Module 3

OR

Q.3 Write Short Notes on (any three out of five) on Module 3

Q. 4. Full Length Question on Module 4

OR

Q.4 Write Short Notes on (any three out of five) on Module 4

## **6. APPLIED COMPONENT GROUP: ECONOMIC SYSTEMS SYLLABUS FOR SEMESTER III and IV**

### **SEMESTER III**

1. Introduction – Meaning and functions of economic systems – Forces influencing economic systems – A multi-dimensional approach – Pure and mixed systems. **(15 Lectures)**
2. Capitalism – Transition from mercantilism to capitalism – Adam Smith and Classical Theory – Emergence of Welfare State – Marx – Materialistic Conception of History – Theory of Profit, Crises and Breakdown of Capitalism – Appraisal of Gandhian ideas on economic system – Characteristics of mixed economy. **(15 Lectures)**
3. USA: The service economy – Welfare measures in USA – Critique of American capitalism – Central planning in former Soviet Union – Policies of *Glasnost and Perestroika* – Transition in Central Eurasia (Russia). **(15 Lectures)**

### **SEMESTER IV**

1. China: The continuing revolution – Mixed economy in India – Changing role of public sector. **(15 Lectures)**
2. Criteria for evaluating performance of economic systems – Role of incentives and economic freedoms – Comparing economic systems: economic growth, efficiency and distribution of income – Convergence of economic systems. **(15 Lectures)**
3. Globalization: Transnational Corporations and Capitalist Globalization – Country integration and system performance – Impact of globalization on economic growth, efficiency and distribution of income – Challenges of capitalist globalization – The class polarization crisis - The crisis of ecological unsustainability. **(15 Lectures)**

#### **References:**

H. Stephen Gardner, *Comparative Economic Systems*, Dryden Press. 1998.

Steven Rosefielde, *Comparative Economic Systems: Culture, Wealth and Power in the 21<sup>st</sup> Century*, Blackwell Publishers 2004.

North Douglass, *Institutions, Institutional Changes and Economic Performance*, Cambridge University Press, 1990.

Bruno Amable, *The Diversity of Modern Capitalism*, Oxford University Press, 2003.

Black Bernard & Anna Tarassova, *Institutional Reforms in Transition: A case study of Russia*, Stanford Law School, mimeo, 2003.

Hsu Immanuel C.Y., *The Rise of Modern China*, Oxford University Press, 1995.

Boycko Maxim, Andrei Shleifer & Robert Vishny, *Privatizing Russia*, Cambridge, MIT Press.

Leslie Sklair, *Globalization: Capitalism and its Alternative*, Oxford University Press, 2002.

### **Internal and External Examination for Semesters III and IV**

The Internal Examination will be for 40 marks and the External Examination will be for 60 marks. 40 marks internal examination may be split into –

- i) 2 tests of 10 mark each.
- ii) 10 marks for project or assignment and
- iii) 10 marks for attendance and class participation

### **Question Paper Pattern for Semester End Examination (60 marks).**

There will be four questions in all. All questions are **COMPULSORY** and will have internal choice. (Total 60 marks).

**Q1. Module I** (Total marks 14)

Three questions: A **OR** B **OR** C. Attempt any two – (7 marks each)

**Q2. Module II** (Total marks 14)

Three questions: A **OR** B **OR** C. Attempt any two – (7 marks each)

**Q3. Module III** (Total marks 14)

Three questions: A **OR** B **OR** C. Attempt any two – (7 marks each)

**Q4. Write explanatory notes:** (Total 18 Marks)

Six explanatory notes: Two from each module. **Attempt Any Three** – (6 marks each)

## **7.Applied Component Group: ADVERTISING**

Credit Based Semester and Grading System with effect from the academic year 2012-13

### **SEMESTER III**

#### **1. Introduction to Advertising**

**10 lectures**

- (a) Introduction to Integrated Marketing Communications – Publicity – Public Relation – Salesmanship – Sponsorship - Advertising – Sales promotion.
  - Advertising - Features, Active participants, Role of Advertising in Marketing Mix, Communication and society.
  - Advertising and brand building
- (b) Classification of Advertising  
On the basis – Area, Audience, Advertisers, Media, Objectives.

Social Advertising, Political Advertising, Advocacy Advertising, Retail Advertising, Financial Advertising, Corporate Image Advertising, Primary & Selective Advertising.

#### **2. Media in Advertising**

**10 lectures**

- (a) Comparative analysis of Media options for advertising – Television (cable / satellite / DD), Radio (special reference to FM), Internet, Print, Film (Product Placement) and Outdoor advertising.  
Emerging Media Options - New Options of Transit Advertising, Marketing Through Social sites, Advertising through cell phones
- (b) Media planning – media scheduling strategies and media objectives – Reach, frequency and GRP
- (c) Concepts - Media buying, Media Selling, Media Mix, Clutter, Zipping & Zapping,  
Need for media research and Organizations conducting media research, Media survey, National Readership Survey (NRS), Television Rating Points (TRP)

#### **3. Economic & Social Aspects of Advertising**

**10 lectures**

- (a) Economic aspects of advertising - impact on production, distribution and consumer cost, advertising and competition, waste in advertising.
- (b) Social aspects of advertising - advertising and culture (values, festivals, customs), standard of living, ethics in advertising.
- (c) Regulation and control on advertising in India – Advertising Standard Council of India (ASCI), Advertising Agencies Association of India (AAAI), Information & Broadcasting Ministry

#### **4. Advertising Agency**

**10 lectures**

- (a) Advertising Agency – definition, types of services offered, types of advertising agencies, structure of ad agencies, agency selection criterion, ways of getting clients with special reference to creative pitch, agency accreditation and client turnover, current advertising agency's scenario.
- (b) Career options available in advertising field – advertising agency, media, production houses, research and allied fields – printing, graphics and animation, modeling and dubbing

## **Assignment / Presentations related to above modules 5 lectures**

### **SEMESTER IV**

#### **5. Planning an Advertising campaign 10 lectures**

Meaning of advertising campaign

Important aspects of campaign planning

The target audience – need for segmenting the market and bases of market segmentation

Objectives of ad campaign – communication (DAGMAR) versus sales objectives

Media Selection & factor determining selection of Media

Advertising budget – Factors affecting budget / Methods

#### **6. Aspects of advertising message 10 lectures**

- (a) Requisite of an advertisement – AIDA, role of persuasion
- (b) Determining the message theme – USP
- (c) Decision on advertising appeals and selling styles (soft selling / Hard selling skills)
- (d) Psychology in advertising – perception, attitudes and values, personality, motivations (including buying motives) and beliefs.

#### **7. Creativity in advertising 10 lectures**

- (a) Visualisation techniques
  - (b) Copy – types and essentials
  - (c) Elements of copy – headline (functions and types), overline, underline, body copy, captions, taglines, slogans, call to action, logo, company name and signature.
  - (d) Illustrations – functions and types
  - (e) Layouts – stages, functions, types and essentials
- Types of advertising options – dramatization, animations, testimonials, demonstration (informative, educative and fantasy).

Copy writing for print, outdoor, radio, web and television (concept of storyboards)

#### **8. Advertising research 10 lectures**

Evaluating advertising effectiveness -

Importance of research in advertising

Types of research - copy research and behavioural research

Pre-testing and Post-testing methods of evaluation –

Pre-testing methods - methods for concept testing and copy testing

Post-testing methods – sales and response rates, recall tests, recognition tests and attitude and opinion tests



## **Assignment / Presentations related to above modules 5 lectures**

### **Exam**

1. 40 Marks – Internal
2. Semester End Exam: 2 hrs. - 60 Marks

### **Question Paper Pattern**

- N.B. – 1. All Questions are Compulsory.  
2. All Questions carry equal marks.

- Q. 1. Attempt any Two (Out of Three)  
Q. 2. Attempt any Two (Out of Three)  
Q. 3. Attempt any Two (Out of Three)  
Q. 4. Attempt any Two (Out of Three)  
(One Question from each Module)

## **8. Applied Component Group: COOPERATION**

### **SYLLABUS FOR SEMESTER III and IV**

#### **SEMESTER III**

#### **1. Introduction:- (15 Lectures)**

Meaning and Definition of Co-operation – Salient Features of Co-operation – Benefits of Co-operation: Evaluation of Principles of Co-operation – Role of Co-operation in Economic Development – Co-operation in Mixed Economy.

#### **2. Structure and Organization of Co-operation: Organization, Progress and Problems with special reference to India:- (15 Lectures)**

Processing Co-operative Societies – Agricultural Marketing Societies – Consumers Co-operative Societies – Housing Co-operative Societies – Labour Co-operative Societies – Self Help Group.

#### **3. Role, Functions and Problems of Co-operative Banking in India:- (15 Lectures)**

Primary Agricultural Credit Society – Central Co-operative Banks – State Co-operative Banks – Land Development Banks – Farmers Service Societies – Urban Co-operative Banks and Credit Society.

## **SEMESTER IV**

### **1.Co-operative Management:-**

**(15Lectures)**

#### **a) Administrative Functions of Co-operative Department**

Registration, Administration, Supervision Legislation, Audit – Professionalisation of Co-operative Managements – Types and Procedures of General Body Meetings – Duties of Board of Directors in Co-operatives – Role of Secretary/ Managing Director – Role of Registrar: Power and Functions

#### **b) Participation of State in Co-operative Movement**

Central Government - State Government – Reserve Bank of India – NABARD

### **2. Human Resource Development in Co-operation:- Lectures)**

**(15**

**a) Need and Importance of HRD – HRD: Education and Training Facility – Worker's Participation in Managements.**

**b) Leadership in Co-operatives: Role of Leadership – Leadership Qualities – Leadership Development Programmes.**

### **3.Challenges of Co-operative Sector:-**

**(15Lectures)**

Survival of Co-operatives under Globalization – Need to Strengthen the Co-operative Sector.

## **References:**

1. Mathur B.S., 1999 Co-operation in India.
2. Tyagi R.B., Recent – Funds in the co-operative movement in India.
3. Kamat G.S., New Dimension in co-operative, Himalaya.
4. Hajela T.N., Principle, Problems and Practices of Co-operation.
5. Bhatnagar and others, Co-operation in India.
6. Bedi R.D., Theory, History and Practice of Co-operation.
7. Dr. Gadgil, Writings on Co-operative Movement in India.
8. Goel S.L. And Goel B.B., Co-operative Administration, Sterling, New Delhi.
9. Taimani K.K. Co-operative Organization and Management
10. Taimani K.K. Training and Development of Human Resources in Co-operatives, Savin Brothers, New Delhi. ICA Co-operative Management and Administration.
11. Stephenson, Management in Co-operatives, Himalaya Publishing House.
12. Govt. of Maharashtra, Report on Co-operatives Movement in Maharashtra, Yashwantrao Mohite Committee Report.
13. Bhatia B.S., Verma H.L. And others, Co-operatives and Human Resources Development Vol. 1 to 5, Deep and Deep Publication.
14. Dalayer and Subnis, Co-operation in Maharashtra
15. Patnaik and Roy, Co-operation and Co-operative Management, Kalyani Publishers, New Delhi.

## **CO-OPERATION**

### **Internal and External Examination for Semesters III and IV**

The Internal Examination will be for 40 marks and the External Examination will be for 60 marks. 40 marks internal examination may be split into –

- i) 2 tests of 10 mark each.
- ii) 10 marks for project or assignment and
- iii) 10 marks for attendance and class participation

### **Question Paper Pattern for Semester End Examination (60 marks).**

There will be four questions in all. All questions are **COMPULSORY** and will have internal choice. (Total 60 marks).

**Q1. Module I** (Total marks 14)

Three questions: A **OR** B **OR** C. Attempt any two – (7 marks each)

**Q2. Module II** (Total marks 14)

Three questions: A **OR** B **OR** C. Attempt any two – (7 marks each)

**Q3. Module III** (Total marks 14)

Three questions: A **OR** B **OR** C. Attempt any two – (7 marks each)

**Q4. Write explanatory notes:** (Total 18 Marks)

Six explanatory notes: Two from each module. **Attempt Any Three** – (6 marks each)

## **9. Applied Component Group: Company Secretarial Practice**

Credit Based Semester and Grading System with effect from the academic year 2012-13

### **Objectives:**

- i. To give the students a detailed perspective of the Secretarial procedure with the related statutory requirements to be complied with by a Company Secretary.
- ii. To develop the skills required for drafting the various forms, returns, reports and circulars.

### **SEMESTER III**

**I. Introduction of The Company Secretary & Joint Stock Company (10 Lectures)**  
Definition - Qualifications and Disqualifications - Duties and Liabilities Appointment and Termination - Legal Status.  
Definition of Joint Stock Company - Distinctive Characteristics - Types of Companies.

**II. Formation of Companies: I (10 Lectures)**  
Procedure and Formalities involved in the Formation of Public Companies: Stages of Formation, Contents and Significance of Memorandum of Association, Articles of Association and Prospectus.

**III. Formation of Companies: II & Conversion of Companies (10 Lectures)**  
Formation of Private Companies: Commencement of a Private Company Exemptions and Privileges - Restrictions on Private Companies.  
Conversion of Companies: Private Limited Company into Public Limited Company and vice versa. A Private Company deemed to be a Public Company - Reconversion of Companies.

**IV. Capital of Companies: owned capital (10 Lectures)**  
Procedure: Issue of Share Capital - Application and Allotment - Issue of Share Certificate - Calls, Forfeiture, Surrender and Lien on Shares Transfer and Transmission - Alteration and Reduction of Share Capital.

**Assignment / Specimens related to above modules**

**(5 lectures)**

### **SEMESTER IV**

**V. Capital of Companies: Borrowed capital & Management of Companies: (10 Lectures)**

Issue of Borrowed Capital: Borrowing Powers -Methods of Borrowing with emphasis on Debentures. Managerial personnel namely, Directors, Managing Directors- Definitions, Qualifications - Duties and Powers - Statutory Provision relating to their Appointment, Termination and Retirement.

**VI. Management of Companies: (10 Lectures)**

Managerial personnel namely, Secretaries and Treasurers, Auditors and Legal Advisors - Definitions, Qualifications - Duties and Powers - Statutory Provision relating to their Appointment, Termination and Retirement.

**VII. Meetings of Companies: (10 Lectures)**

Board Meetings and Shareholders' Meetings - Annual General Meeting, Statutory Meeting and Extra-ordinary General Meeting. SECRETARIAL DUTIES involved in the Convening and Conducting the Meetings.

Drafting of the Notices, Resolutions, Agenda and Minutes - Provisions regarding Quorum, Voting and Proxies.

**VIII. Miscellaneous: (10 Lectures)**

Membership of Companies - Register of Members - Statutory and Nonstatutory Books – Return, Circulars and Reports. Preparation of the Drafts. Statutory Provision of: Profits, Interest and Dividends.

**Assignment / Specimens related to above modules**

**(5 lectures)**

**Exam**

1. 40 Marks – Internal
2. Semester End Exam: 2 hrs. - 60 Marks

**Question Paper Pattern**

- N.B. – 1. All Questions are Compulsory.  
2. All Questions carry equal marks.

Q. 1. Attempt any Two (Out of Three)

Q. 2. Attempt any Two (Out of Three)

Q. 3. Attempt any Two (Out of Three)

Q. 4. Attempt any Two (Out of Three)

(One Question from each Module)

Classroom teaching of the subject should include preparation of Drafts and Specimens as listed

below:

- |   |  |
|---|--|
| (1) Register of Members.                      | (2) Transfer Register.                     |
| (3) Annual Report.                            | (4) Statutory Report.                      |
| (5) Allotment Letter.                         | (6) Regret Letter.                         |
| (7) Call Letter.                              | (8) Call Reminder.                         |
| (9) Warning Notice of Forfeiture.             | (10) Letter of Forfeiture.                 |
| (11) Letter of &:-instatement.                | (12) Notice of loss of Shares Certificate. |
| (13) Notice of First Board Meeting.           | (14) Notice of Subsequent Meeting.         |
| (15) Notice of Statutory Meeting.             | (16) Notice of Annual General Meeting.     |
| (17) Transfer Receipts.                       | (18) Balance ticket.                       |
| (19) Proxy Form.                              | (20) Shares Certificate.                   |
| (21) Share Warrant.                           | (22) Certificate of Incorporation.         |
| (23) Certificate of Commencement of Business. | (24) Minutes of the Meeting                |
| (25) Special Resolutions.                     | (26) Dividend Notice/Warrants/Mandate.     |
| (27) Annual Return.                           | (28) Return of Allotment.                  |
| (29) Ordinary Resolutions.                    |  |

\*the list is not exhaustive, the teachers can make additions

## **COMPUTER PROGRAMMING**

**Proposed syllabus of S.Y.B.Com Computer Programming to be implemented from the academic year 2012-13.**

**Course Name: Computer Programming.**

**COURSE Code:**

**Course objective:** To introduce students to the foundations of computing, programming and problem-solving and basic programming skills.

**Prerequisites:** No pre-requisites required, suitable also for those with school level computer education.

Course contents

### **Semester I**

#### **UNIT I**

**HARDWARE:** Evolution of Computers - Generations, Types of computers, Computer system, characteristics, Basic components of a Digital Computer - Control Unit, ALU, Input / Output , functions and memory, Memory addressing capability of a CPU, Binary number system, Binary addition(1's complement, 2's

complement), Binary to decimal and decimal to binary conversion, Octal number, Hexadecimal number system, Word length of a computer, processing speed of a computer.

### **UNIT II**

**Software:** Software and its Need, Types of Software - System software, Application software. System Software - Operating System, Utility Program, Algorithms, Flow Charts - Symbols, Rules for making Flow chart, Programming languages, Assemblers, Compilers and Interpreter, Computer Applications in Business

### **UNIT III**

**Introduction to C Programming:** Structure of C program, keywords, identifiers, constants, variables, data types, type modifiers, type conversion, Types of operators and expressions, Input and output functions in C (printf(), scanf(), getchar(), putchar(), gets(), puts()). Storage class specifiers. Header files(stdio.h, math.h, conio.h)

### **UNIT IV**

**C-decision /loop statements:** Decision Statement – if-else statement, break, continue, goto, switch() case and nested if statement.

Loop Control Statements – for(), while() , do-while loop() and nested loops.

### **Laboratory Training:**

Lab 1 : Writing algorithms and drawing flowcharts (Input-process-output)

Lab 2: Writing algorithms and drawing flowcharts (Input-decision-process-output)

Lab 3: Writing algorithms and drawing flowcharts (simple LOOPS )

Lab 4: Loading a c editor program-Entering and compiling a simple C-program.

Lab 5: C-program to input name-and sales & then print name and commission.

Lab 6: C program to compute commission, discount etc using if() condition.

Lab 7: Computing income tax based on given criterion

Lab 8: Printing numbers and summing number using loops.

Lab 9: Printing interest and depreciation tables.

**Course Name: Computer Programming.**

**COURSE Code:**

## **Semester II**

### **Unit I**

**COMPUTER COMMUNICATION SYSTEMS:** The Internet, internet connections, ISO's Open system interconnection reference model, The TCP/IP stack, E-Mail, Internet addresses, Internet Protocol, SMTP, MIME POP,IMAP, Domain Name system, Telnet, FTP, WWW, Browsers, HTML, HTTP, JAVA. Intranet, Intranet Services and their advantages. Extranets. Search Engine and Web Crawlers

### **Unit II**

**PRINCIPLES OF DBMS.** What is a database, Relational databases (Relation, Attribute, Instance, Relationship, Join) ,Database capabilities (Data definition, data manipulation, Access as an RDBMs)

### **Unit III**

#### **Case Study of DBMS using MS-Access**

MS-Office workspace basics, Exploring the Office menu, Working with ribbon, Opening an access database, Exploring database objects, Creating database , Changing views. Printing database objects. Saving and closing database file. Working with datasheets, Moving among records, Updating records, adding records



to a table, Finding records, sorting records, Filtering records, Using the PIVOT chart View. Saving and closing tables.

Adding a table to a database, Adding fields to a table, adding a Lookup field, setting a Primary Key, Using the input mask wizard. Saving design changes, Importing data (From Excel).

#### **Unit IV**

##### **MS-Access Queries:**

What is a Query, Creating a query, working with queries, saving and running a query, creating calculated fields, using aggregate functions, Understanding query properties, Joining Tables. What is a Form, Using the form tool, Creating a form with form wizard, Working in design view, Changing the form layout, Using calculated controls, Working with records on a Form.

What is a report tool, Printing report, saving a report, designing a report, changing report layout, creating mailing labels.

##### **Laboratory Training:**

Lab 1: MS-Office 2007 basics: Office menu, ribbon, quick access tool bar.

Lab 2: Opening an access database, creating blank database, using featured online templates, familiarizing all Access objects in navigation pane, opening an existing database and closing database.

Lab 3: Creating tables and adding details. (design view) (Learners should be made to enter at least 10 meaningful full records to the table. These tables should be common to all the learners so that continuity is maintained)

Lab 3: Using a form as object for data entry.

Lab 4: Adding a table to a database, Adding fields to a table, adding a Lookup field, setting a Primary Key, using the input mask wizard, saving design changes.

Lab 5: Understanding different views.

Lab 6: Adding and saving records to an existing table, adding fields, deleting fields, modifying fields.

Lab 7: Sorting & Filtering tables, Creating a query, running a query and saving a query.

Lab 8: Importing data from Excel sheet.

Lab 9: Designing, changing report.

##### **Notes / Instructions applicable to both the Semesters:**

##### **WORKLOAD DISTRIBUTION:**

**3 lectures of theory per week per division and 1 practical of 3 periods per week per batch as per the batch size prescribed.**

##### **Laboratory Practice Sessions:**

The college must make available all the hardware and software (licensed copy) for the coverage of the syllabus. Additional Computer Practical Fees, Laboratory Fees and Laboratory Deposits may be collected from the student as per the instructions of University of Mumbai.

All the programs listed in the syllabus are to be conducted hands on by the students during the practical sessions conducted in the college. The hardcopy of the assignments / programs carried out during the practical sessions must be maintained and attached in the journal to be maintained by the student. The Journal must be certified by the teacher concerned and the Head of the Department..

##### **Examination:**

Internal Assessment 40% (40 marks): As per norms prescribed by the University.

##### **Semester End Examination 60% (60 marks)**

At the end of each semester, there will be a Semester End Examination of 60 marks, 2 hours duration and question paper pattern as shown below.

**Question Paper Pattern:**

1. For each semester Question paper shall consist of 5 questions based on 4 units.
2. Each question shall be of 12 marks.
3. Q.No. 1 will be of objective type consisting of multiple choice, match the column, true or false (giving reasons) etc. which will be based on all the four units.
4. Each of question no. 2 to Q.no.5 shall consist of 3 sub-questions carrying 6 marks each and learner shall answer any 2 out of 3.

**Reference Books:**

1. Programming In C –Ashok Kamthane –Pearson Education
2. Programming in C –Ajay Mittal- Pearson Education
3. C-pocket reference- By Peter Prinz, Ulla Kirch-Prinz – O’Reilly
4. C-programming Language –Brian w.Kernighan,Dennis M.Ritchie –Prenticehall
5. C-The complete Reference -Herbert Schildt –Osborne/McGraw-Hill
6. Practical C Programming – Steve Oualline –O’Reilly
7. Access 2007 Inside Out-John L. Viescas, Jeff Conrad (PHI )
8. Microsoft Office Access 2007 –Introductory –Linda O’Leary (TMH)
9. Microsoft Office Access 2007 QuickSteps-John Cronan (TMH)  
Data Analysis with Access 2007 –Larry Rockoff-Course Technology PTR
10. Access 2007 for Dummies –John Wiley & Sons