

To be effective from Year 2016-2017

New Syllabus of Gujarat University for B. Com. Semester - I

C E 101B STATISTICS – I (Basic Statistics)

Unit1: Linear Correlation and Association of Attributes (25%)

Meaning and Definition of correlation, Types of linear correlation, Interpretation of correlation coefficient, Methods of finding correlation namely (i) Scatter Diagram (ii) Karl-Pearsson's product moment method (iii) Spearman's rank correlation, simple examples of the above methods including examples based on bivariate frequency distribution using K-P method and examples of rank method when ranks are repeated.

Concept of Qualitative data Meaning of Association of attributes, Meaning and interpretation of 2 x 2 contingency table, Types of Association of attributes, method of studying association namely (i) Comparison method of observed and expected frequency (ii) Proportion method (iii) Coefficient of Association by Yule's method. (with its interpretation) examples based on 2 x 2 contingency table only.

Unit 2: Linear Regression (25%)

Meaning and definition of Regression, Linear regression model, meaning of linear regression, Equation of a regression line $y = a + bx$, Examples of obtaining estimate of y from the line, need for two regression lines, Definition and properties of regression coefficient, Examples based on both the regression lines and properties of regression coefficient including bivariate frequency distribution.

Unit 3: Business Forecasting (25%)

Meaning and uses of Business Forecasting, Different methods of Forecasting: Regression Analysis, Index Numbers, Economic models, Input output models, Opinion poll method, Extrapolation, Graphical method (Only theoretical explanation of these methods), Least Square method for linear and quadratic relationship between the variables and exponential smoothing method. Examples based on these two methods along with their theoretical explanation.

Unit 4: Demographic Method (25%)

Meaning, definition and uses of demographic statistics, methods of collecting demographic statistics namely (1) Registration method (2) Census method (3) Analytical method. Mortality Rates like (i) CDR (ii) SDR (iii) IMR, Birth and Fertility rates like (i) CBR (ii) GFR (iii) SFR (iv) TFR and simple sums on all above rates.

Recommended reading :

1. Ken Black, Business Statistics, John Wiley & Sons (Asia) Pte Ltd. Singapore
2. J. K. Sharma, Business Statistics, Pearson, New Delhi.
3. Sancheti & Kapoor, Business Statistics, Sultan Chand & Sons, New Delhi.
4. Srivatava O.S.: A Text Book of Demography, Vikas publishing.
5. Trivedi and Trivedi: Business Mathematics, Pearson India Ltd. New Delhi.

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CC 102 Human Resource Management

Objective : The objective of this syllabus is to provide conceptual and procedural knowledge of functional areas of Human resource management

Note: All units carry equal weightage of marks

Unit:1 (1) Human Resource Management: meaning-Features-Difference between Personal Management and Human resource Management - Objectives of HRM-Importance of HRM- Operative functions of HRM-Importance of HRMQualities of H.R. Manager-Roles of H.R. Manager

(2) Human Resources Planning in a Corporate Sector : Meaning, objectives, factors affecting, process of H.R. Planning - Benefits and Limitations of H.R. Planning.

Unit : 2 Recruitment : Meaning of Scientific Recruitment - Sources of Recruitment - Modern selection procedure and its advantages.

Training : Meaning, needs, objectives - procedure of Training - Advantages and Limitations - Development : Meaning, needs, objectives and its advantages.

Human Resource Development : Meaning and Characteristics, need for HRD - functions of HRD - Techniques or methods of HRD.

Unit : 3 Performance Appraisal :Meaning, Objectives - Appraisers - Brief idea of Human Resources Accounting - Psychological Appraisal, Management appraisal, Utility and problems of performance appraisal.

Promotion : Meaning, basis of Promotion i.e. seniority and efficiency base - its merits and demerits.

Transfer ; Meaning, causes and guiding principles.

Demotion : Meaning, causes and guiding principles.

Morale : Meaning, factors affecting - sign of low morale and its preventive measures - Factors contributing High Morale. Importance of Industrial morale.

Unit : 4 Job Design : Meaning, approaches of Job Design, Brief idea of Job Rotation, Job Enlargement, Job enrichment – Factors affecting Job Design – Importance of Job Design.

Quality of work Life : Meaning – conditions Q.W.L. specific issues in Q.W.L. H.R. activity and its effects on Q.W.L.

Quality Circles : Meaning – Objectives, Organizational Structure of Quality Circle – Advantages and Problems of Quality Circles.

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

Recommended Reading :

1. Personnel Management – Juciouc Michel – R.D. Irwin – Homewood. 2. Management Concept and Practice – Manamohad Prasad – Himalaya Publishing House.

3. Personnel and Human Resources Management – P. Subha Rao – Himalaya Publishing House.

CC 103 Accountancy - I

Unit Particulars

Marks

Unit - 1 Consignment

Unit - 2 Branch Accounts.(excluding Foreign Branch)

Unit - 3 Insurance Claims: Claims for loss or stock & fixed assets; claim for profit or consequential loss.

Unit - 4 Accounts from Incomplete Records: Conversion Method only (Use of ratios to find out missing data is not expected)

Recommended Reading :

1. Grewal's Accounting : M.P. Gupta & B. M. Agrwal. S. Chand & Company Ltd.
2. Corporate Accounting : Dr. B. C. Tulsian. S. Chand & Company Ltd.
3. Non Corporate Accounting : Dr. P. C. Tulsian S. Chand & Company Ltd.
4. Financial Accounting and Analysis : P. Premchand Babu on Madan Mohan, Himalaya Publication.
5. Financial Accounting : Dr. Sharda Gangwar, D. K. Gangwar, Himalaya Publication.
6. Problems & Solutions in Advanced Accounting : Arulanandan Raman & Sunivasan, Himalaya Publication.
7. Financial Accounting : Dr. S. N. Maheshwari, Dr. S. K. Maheshwari, Vikas Publication House Pvt. Ltd.
8. Problems & Solutions in Advanced Accounting Vol. I & II : Dr. S. N. Maheshwari, Dr. S. K. Maheshwari, Vikas Publication House Pvt. Ltd.

**Gujarat University
B. Com. Programme**

**SEMESTER-I
COMMERCIAL COMMUNICATION-I**

(With Effect from Academic Year 2017-2018)

**UNIT- ONE
Understanding Communication**

1. Communication: Introduction and Definitions
2. Objectives of Communication: (a) Information (b) Knowledge (c) Advice (d) Counselling (e) Motivation (f) Request (g) Complaint (h) Warning
3. Process of Communication
4. Feedback: Meaning and Types of Feedback
5. Communication through Listening: Difference between Listening & Hearing and Importance of Listening
6. Types of Listening: (a) Casual Listening (b) Passive Listening (c) Selective Listening (d) Active Listening (e) Intensive Listening

**UNIT - TWO
E- Communication**

1. E-communication: Meaning and Importance
2. E-communication: Various Forms
3. E-communication: Advantages and Limitations
4. E- commerce
5. E- banking
6. E- meetings: Advantages and Limitations
7. E- governance

UNIT- THREE
Communication for Employment

1. Guidelines for drafting an effective Job Application
2. Techniques for writing an effective Resume/CV
3. Drafting Job Application
4. Drafting Resume/CV
5. Tips for facing Interview

UNIT- FOUR
(A) Precis Writing

(B) Vocabulary
Frequently Confused Pairs of Words (*List is attached)

***List of Frequently Confused Pairs of Words**

- | | |
|---------------------------|----------------------------|
| 1. Aboard/Abroad | 26. Fare/Fair |
| 2. Accept/Except | 27. Foreword/Forward |
| 3. Access/Excess | 28. Heal/Heel |
| 4. Addition/Edition | 29. Hoard/Horde |
| 5. Advice/ Advise | 30. Industrial/Industrious |
| 6. Affect/Effect | 31. Judicial/Judicious |
| 7. Allusion / Illusion | 32. Lessen/Lesson |
| 8. Appraise/Apprise | 33. Marry/Merry |
| 9. Bail/Bale | 34. Minor/Miner |
| 10. Beside/Besides | 35. Minute/Minutes |
| 11. Boast/Boost | 36. Official/ Officious |
| 12. Carton/Cartoon | 37. Pail/Pale |
| 13. Caste /Cast | 38. Piece /Peace |
| 14. Check/Cheque | 39. Principal/Principle |
| 15. Cite/Site | 40. Role/Roll |
| 16. Coast/Cost | 41. Sever/Severe |
| 17. Complement/Compliment | 42. Slay /Sleigh |
| 18. Defer/Differ | 43. Sole/Soul |
| 19. Descent/Dissent | 44. Stationary/Stationery |
| 20. Die /Dye | 45. Suit/Suite |
| 21. Draft/Draught | 46. Tail/Tale |
| 22. Dual/Duel | 47. Teem/Team |
| 23. Elicit/Illicit | 48. Vacation/Vocation |
| 24. Eligible/Illegible | 49. Way/Weigh |
| 25. Facilitate/Felicitate | 50. Weather/Whether |

Gujarat University
B. Com. Programme
Structure of Question Paper
SEMESTER-I
COMMERCIAL COMMUNICATION-I
(With Effect from Academic Year 2017-2018)

Q-1. Essay Type Question (From Unit-1) (OR) Essay Type Question (From Unit-1)	14
Q-2. Short notes on any TWO : (Out of Four) (From Unit – 2)	14
Q-3. Essay Type Question (From Unit-3) (OR) Essay Type Question (From Unit-3)	14
Q-4 (A) Precis Writing (From Unit-4-A)	8
(B) Re-write the sentences using correct options: (Six Blanks from Vocabulary of Unit-4-B)	6
Q- 5. Do as directed: (From Unit-1 to 4) (A) Choose the correct option: (Four MCQs) (B) State whether the following statements are TRUE or FALSE: (Five sentences) (C) Match the following: (Five items)	14

CE 101 A Financial Accounting - I

Unit - 1 (A) Piecemeal Distribution of Cash **(B)** Profit prior to incorporation

Unit - 2 (A) Issue and forfeiture of shares (Pro-rata) Concepts of Potential Equity Shares, sweat equity Shares, **(B)** Book Building Process, Bid and Buy back

Unit - 3 Redemption of Redeemable preference shares under section 80 of Companies Act 1956 and issue of Bonus Shares as per statutory provisions in force on 31 st March of the immediate preceding academic year

25%

Unit - 4 Company Final Accounts (Only vertical Presentation, Calculation of Managerial remuneration is expected)

Recommended Reading :

1. Grewal's Accounting : M.P. Gupta & B. M. Agrwal. S. Chand & Company Ltd.
2. Corporate Accounting : Dr. B. C. Tulsian. S. Chand & Company Ltd.
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Gujarat University
Syllabus for B. A., B. Com. and B. Sc.
SEMESTER – I
GENERAL ENGLISH – I
(With Effect from Academic Year 2017-2018)

For Gujarati and Hindi Medium

Unit – I (Text) *Beautiful Minds* (Published by Macmillan)
SECTION ONE (Prose: 1 to 3)

Unit – II (Text) *Beautiful Minds* (Published by Macmillan)
SECTION ONE (Poems: 1 to 3)

For English Medium

Unit – I (Text) *Pinnacle: A Text Book for College Students* (Published by Macmillan)
SECTION ONE (Prose: 1 to 3)

Unit – II (Text) *Pinnacle: A Text Book for College Students* (Published by Macmillan)
SECTION ONE (Poems: 1 to 3)

Common for All Mediums

Unit – III (Grammar)

(A) DO, BE and HAVE as Main Verbs

Note: In a way, **Do, Be** and **Have** are “special verbs” in English because they are used as Main and Auxiliary verbs. As main verbs, “DO”, “BE” and “HAVE” occur independently in the sentence and express a variety of meanings in formal and informal situations. In this section, PRESENT, PAST and FUTURE forms of these three verbs will be taught and examined only as Main Verbs.

(B) TENSES: (1) Present Simple Tense (5) Past Simple Tense
(2) Present Continuous Tense (6) Past Continuous Tense
(3) Present Perfect Tense (7) Past Perfect Tense
(4) Present Perfect Continuous Tense (8) Future Simple Tense

Unit – IV (Comprehension and Composition)

(A) Paragraph Writing:

List of Topics for Paragraph Writing:

PERSONAL: (a) My Ambition in Life (b) India - My Country (c) College Life
(d) My Favourite Movie

STATE/ NATION/ MEDIA: (a) My City/ Village (b) My Favourite Sportsperson
(c) Gandhi Ashram (d) Importance of English in India

ENVIRONMENT/ SOCIAL LIFE: (a) Pollution (b) Traffic Awareness (c) Trees - Our
Best Friends (d) Gender Discrimination

(B) Comprehension of an Unseen Passage

Gujarat University

**Structure of Question Paper for
B. A., B. Com. and B. Sc.
SEMESTER-I**

**GENERAL ENGLISH- I
(Common for All Mediums)**

(With Effect from Academic Year 2017-2018)

Question-1: (From Unit-I)

(A) Write brief answers of any **THREE** of the following: (out of five) 9

(B) Write a short note on any **ONE** of the following: (out of three) 5

Question-2: (From Unit-II)

(A) Write brief answers of any **THREE** of the following: (out of five) 9

(B) Write a short note on any **ONE** of the following: (out of three) 5

Question-3: (From Unit-III)

(A) Fill in the blanks with the appropriate forms of verbs: 9

(B) Fill in the blanks with appropriate forms of DO, BE and HAVE: 5

Question-4: (From Unit-IV)

(A) Write a paragraph in about 80-100 words on any **ONE** of the following topics: 8
(1 out of 3)

(Note: One topic from each category from the prescribed list will be asked)

(B) Read the following passage and answer the questions given below: 6

N.B: The passage will be of about 200 words. Only **THREE** questions will be asked. Each question will carry TWO marks.

Question-5: Do as directed: 14

(A) Choose the correct option:

(Nine MCQs with three options from Unit I to III)

(B) Match the words in Column - A with their meanings in Column - B:

(Five Words (from **Textual Glossary** only) will be asked from the stories/poems prescribed in Unit-I & II)

GUJARAT UNIVERSITY

SEMESTER : 01 (COMMERCE)(2017-2018)

SYLLABUS FOR UG B. COM ALL SEMESTERS ECONOMICS

NEW SYLLABUS FOR THE SEMESTER – 01 (CORE)

COMMERCE

ECONOMICS (PRINCIPLES OF ECONOMICS –01)

PAPER -101(CORE)

1. DERIVATION OF LAW OF DEMAND ON THE BASIS OF UTILITY – MEANING AND CHARACTERISTICS OF INDIFFERENCE CURVE AND BUDGET LINE
2. MEANING OF CONSUMER’S EQUILIBRIUM – EXPLAIN CONSUMER’S EQUILIBRIUM CONCEPT WITH THE HELP OF INDIFFERANCE CURVE AND BUDGET LINE – EQUILIBRIUM CONDITIONS
3. PRICE ELECTICITY OF DEMAND – TYPES – FACTORS AFFECTING TO PRICE ELASTICITY OF DEMAND – CONCEPT OF INCOME ELASTICITY OF DEMAND
4. CONCEPT OF PRODUCTION FUNCTION – SHORT AND LONG TERM PRODUCTION FUNCTION – LAW OF VARIABLE PROPORTION

ગુજરાત યુનિવર્સિટી

સોફ્ટ સ્કીલ

સેમેસ્ટર-1

આર્ટ્સ, કોમર્સ અને સાયન્સ

“અમદાવાદનો ઇતિહાસ”

(જૂન - ૨૦૧૭ -૨૦૧૮ થી અમલ)

૧-અમદાવાદની સ્થાપનાનો આલેખ.

૨-અમદાવાદ પહેલાં આશાવલ અને કર્ણાવતી.

૩-સલ્તનતકાલીન અને મુઘલકાલીન અમદાવાદનો આર્થિક વિકાસ (વેપાર –વાણિજ્ય)

૪-અમદાવાદના મહત્વના સ્થાપત્યો (મંદિરો,મસ્જીદો,મકબરા, મીનારા,દરવાજા)

૫-અમદાવાદ અને ભારતનો સ્વાતંત્રસંગ્રામ

૬- અમદાવાદના ઘડવૈયા (રણછોડલાલ છોટાલાલ,શાંતીદાસ ઝવેરી,ગાંધીજી,સરદાર વલભભાઈ પટેલ અને ડૉ વિઠ્ઠલ સારાભાઈ)

સંદર્ભ –ગ્રંથો

૧-ગુજરાતનો રાજકીય અને સાંસ્કૃતિક ઇતિહાસ, હરીપ્રસાદ શાસ્ત્રી,પી.સી.પરીખ, ભો. જી. વિદ્યાભવન ગ્રંથ.4,5,6,7.8,9.

૨- ગુજરાતનું પાટનગર અમદાવાદ:રત્નમણીરાવ જોડે

૩- અમદાવાદ નો ઇતિહાસ:મગનલાલ વખતચંદ

Syllabus_Foundation Courses B.COM. Sem I

Time Management

Unit I	Effective Use of Time
Unit II	Methods of Time Utilization
Unit III	Graphics, Charts and Electronic Media and Time Saving Techniques
Unit IV	Communication Methods and Time Management

Major readings:

Reuben Ray, Time Management: Himalaya Publication, 2008