



કાંતિગુરુ શ્યામજી કૃષ્ણ વર્મા

# કચ્છ યુનિવર્સિટી, ભૂજ

કોમર્સ ફેકલ્ટી

એફ.વાય.બી.કોમ.

W.e.f. - 2007

Only for External

: પ્રકાશક :

રજિસ્ટ્રાર,

કે.એસ.કે.વી. કચ્છ યુનિવર્સિટી, ભૂજ

વર્ષ : ૨૦૧૧



**KRANTIGURU SHYAMJI KRISHNA VERMA**  
**KACHCHH UNIVERSITY**



# KRANTIGURU SHYAMJI KRISHNAVERMA KACHCHH UNIVERSITY

## INDEX

SR.NO.	SUBJECT	PAGE NO.
1	ENGLISH	5 TO 5
2	FINANCIAL ACCOUNTING-GENERAL	6 TO 6
3	BUSINESS ECONOMICS-1	7 TO 8
4	COMMERCIAL COMMUNICATION-I (COMPULSORY)	9 TO 13
5	BUSINESS ORGANISATION AND MANAGEMENT	14 TO 15
6	नाशाकीय ढिसाबी पद्धति-कंपनीना ढिसाओ	16 TO 16
7	ADVANCED STATISTICS-I	17 TO 18
8	SELLING	19 TO 21
9	SECRETARIAL PRACTICE & OFFICE MANAGEMENT	22 TO 23



**KRANTIGURU SHYAMJI KRISHNA VERMA**  
**KACHCHH UNIVERSITY**

**Compulsory English**  
**F.Y.B.A. / B.Com. / B.Sc. (Common Stream)**  
**(In Effect from June-2007)**  
**Text : “DEVELOPING ENGLISH SKILLS”**  
**Ed by P. K. Thaker, Desai, T. J. Purani OUP, 2006.**

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- Unit - I/II :** (i) Objective type questions based on the prescribed text. [10]  
(ii) Text based passages for comprehension. [10]
- Unit - III :** (i) Paragraph Writing  
(A short composition of not more than 150 words on a given topic or sentence. (3- topics should be given)  
(ii) Developing short dialogue on familiar situations.  
(Two options be given) [5]
- Unit - IV :** **Grammar**  
(i) Verb Forms [5]  
(ii) Articles [5]  
(iii) Prepositions [5]  
(iv) Auxiliary Verbs {Primary and Model} [5]
- Note : Fill in the blanks with proper options type questions be asked.
- Unit - V :** Grammar {Do as directed} [10]  
(i) Types of sentence  
(Affirmative, Negative, Interrogative, Eaclamatory)  
(ii) ‘Going to’ construction  
(iii) Making expressions polite  
(iv) Word meaning (text based)  
(v) Question Tags
- Unit - VI :** Write responses in the given situations [5]

**F. Y. B. Com**  
**FINANCIAL ACCOUNTING-GENERAL**  
**NEW SYLLABUS**

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1. Consignment. (Excluding conversion of consignment in to Branch)
2. Joint Venture (excluding conversion of consignment in to Joint Venture)
3. Accounts from Incomplete Records: Conversion Method only (Use of ratios to find out missing data is not expected)
4. Dissolution of partnership firm and insolvency including Garner vs. Murray.
5. Piecemeal Distribution of cash.
6. Conversion of partnership firm into a company (in the books of vendor firm).
7. Investment Accounts Accounting for interest bearing (Fixed Earning) securities in the Books of Investor only.
8. Insurance Claims : Claims for loss of stock & fixed assets : claim for loss of profit or consequential loss.
9. Branch Accounts (excluding Foreign Branch)
10. Computerized Accounting : Introduction : Various components of a computer Including Hardware and Software, Features of a computer, role of computer in accounting, accounting information system Vs. Management information system : Selection of the best software for the business : Advantages and disadvantages of a computer system. Tally software system (7.2 versions).

**Notes :**

1. A multiple choice question (divided into 5 sub-questions) carrying 20% marks shall be asked as a compulsory question, requiring the Students to select correct option supported by necessary workings Explanations.
2. Practical Problems (in addition to the multiple Choice Question) carrying Not less than 60% marks shall be asked.
3. In Internal; Examination marks 10 marks (out of 30 marks) to be allotted for Practical Work in Tally Programme.
4. Each student should be given minimum 30 hours practical training on Computer during the year.
5. The college has to establish a computer lab with computer for every 50 students.

**First Year B.Com.**  
**BUSINESS ECONOMICS-1**

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**Objective :** Objective of this syllabus is to acquaint the First Year Students of Commerce faculty with economic theory of Business Economics and its applications of business decisions in general.

- (1) Total Marks : 100
- (2) Equal Weight age to all units
- (3) Four units to be covered in each academic term

**Unit I :** Robbins' Definition of Economics - Economics as a positive science - Limitations of Robbins' definition - Basic problems of an economy - Role of price mechanism in solving these problems and limitations of price mechanism.

**Unit II :** Elasticity of Demand: Concept and measurement of elasticity demand; Price, income and cross elasticities; Average revenue, Marginal Revenue, and elasticity of demand; Determinations of elasticity of demand; Importance of elasticity of demand.

**Unit III :** Production Function: Law of variable proportions; Iso-quants; Optimum factor combination; Expansion path; Returns to scale; Internal and external economies and diseconomies.

**Unit IV :** Theory of Costs: Short-run and long-run cost curves- Traditional approach - Modern approach which considers real life situations.

**Unit V :** Market Structures: Market structures and business decisions; Objectives of a business firm.

- a. Perfect Competition; Profit maximization and equilibrium of firm and industry; Short-run and Long-run supply curves; Price and output determination - Practical applications.
- b. Monopoly: Determination of Price under monopoly; Equilibrium of a firm; Comparison between perfect competition and monopoly; Price discrimination- Practical applications.

**Unit VI :** a. Monopolistic Competition : Meaning and characteristics; Price and output determination under monopolistic competition; Product differentiation; Selling costs; Comparison with perfect competition; Excess capacity under monopolistic competition.

- b. Oligopoly: Characteristics; Indeterminate pricing and output; Classical models of oligopoly; Price leadership; Collusive oligopoly; kinked demand curve.

**Unit VII :** Factor Pricing-1 : Marginal Productivity theory and demand for factors; Nature of supply of factor inputs; Determination of wage rates under perfect competition and monopoly; Exploitation of labors, Rent- Concept; Ricardian and modern theories of rent; Quasi-rent-concept; Ricardian and modern theories of rent; Quasi-rent.

**Unit VIII :** Factor Pricing-11 L Interest - Classical theory and Keynes's theory of interest, Profit - Nature, Knight's Risk and uncertainty theory of Profit Schumpeter's innovations theory of profit.

**Suggested Readings :**

1. Paul Samuelson: Economics
2. Lipsey: Introduction to Positive Economics
3. Ahuja H. L.: Business Economics
4. Jhingan: Micro Economics



F. Y. B.COM  
Commercial Communication-I (Compulsory)

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**1. Introduction of Communication**

- a. Definition of Communication
- b. Process of Communication
- c. Aims or Objectives of Communication
  - i. Knowledge
  - ii. Information
  - iii. Counseling
  - iv. Request
  - v. Warning
  - vi. Advice
  - vii. Raising morale
  - viii. Persuasion
  - ix. Appeal
  - x. Report
  - xi. Motivation
  - xii. Order
  - xiii. Suggestion
  - xiv. Complaint
  - xv. Instruction

**2. Forms of Communication**

- a. Verbal communication
  - i. Oral communication
  - ii. Written Communication
  - iii. Communication through listening and reading
  - iv. Advantages and limitations of verbal communication.
- b. Non-verbal communication
  - i. Importance of Non-verbal communication
  - ii. Types of non-verbal communication
    - 1. Body language
    - 2. Para language
    - 3. Time and space language
    - 4. Sign language
  - iii. Advantages and limitations of Non-verbal communication.

**Segment Two**  
**Letter Writing Techniques**

**1. Understanding the Basics of Letter Writing**

**a. Physical Appearance**

- i. Paper
  1. Quality
  2. Colour
  3. Size
  4. Continuation Sheet
- ii. Typing
  1. on conventional type writer
  2. on computers
  3. Advantages of typing on computer
- iii. Margin
- v. Folding
- v. Envelope
  1. Sizes
  2. Window Envelope
- vi. Superscription

**b. Structure of Letter and essential parts of letter.**

- i. Heading
- ii. Date
- iii. Reference Number
- iv. Confidential or personal Note
- v. Inside address
- vi. Attention Line
- vii. Salutation
- viii. Subject
- ix. Bode of the latter
- x. Complimentary close
- xi. Signature
- xii. Post Script
- xiii. Enclosures
- xiv. Identification Initials
- xv. Carbon copy note

**c. Style or format of latter**

- i. The Indented From
- ii. The Full-Block Form
- iii. The semi-Block Form
- iv. The Modified Block Form
- v. The Hanging Indented From

**d. Principles of Effective letter writing**

## Segment Three

### Types of Letters

#### 1. Inquiry Letters

- a. Solicited Inquiry
- b. Unsolicited Inquiry
- c. Routine Inquiry
- d. Inquiry for a special purpose or favour.

#### 2. Reply to Inquiry Letters

- a. Circumstantial reply (favorable and unfavorable)

#### 3. Order Letters

- a. Order letters by the buyer
- b. Acknowledgment of Orders
- c. Execution of Orders
- d. Cancellation of Orders

#### 4. Complaints and Adjustments

- a. Complaints (e.g. complaints for damages, late delivery of goods, inferior quality, shortage in quantity, wrong invoicing, rude behavior of salesperson, etc.)
- b. Adjustment's

#### 5. Collection Letters

- a. Definition of collection letters
- b. Essential points for drafting collection letters.
- c. Stages of Collection letters
  - i. Notification stage
  - ii. Reminder Stage
  - iii. Strong Reminder Stage
  - iv. Inquiry and discussion Stage
  - v. Warning and Threat Stage
  - vi. Thanking the customer for a timely payment
  - vii. Reply to a complaint regarding faulty billing

#### 6. Sales Letters

- a. Objectives of Sales letters
- b. Tips of writing a sales letter

#### 7. Job Application

#### 8. Vocabulary

- a. List of commonly confused and misused words \*\*

**9. Precise Writing****\* List of commonly confused and misused words**

1	Aboard	Abroad	34	Deprecate	Depreciate
2	Abstain	Refrain	35	Descent	Dissent
3	Accept	Except	36	Draft	Draught
4	Access	Except	37	Economic	Economical
5	Adapt	Adopt	38	Eligible	Illegible
6	Addition	Edition	39	Emigrant	Immigrant
7	Affect	Effect	40	Extant	Extent
8	Alternate	Alternative	41	Facilitate	Felicitate
9	Amiable	Amicable	42	Fair	Fare
10	Appraise	Apprise	43	Foreword	Forward
11	Ascent	Assent	44	Hoard	Horde
12	Avoid	Evade	45	Industrial	Industrious
13	Bail	Bale	46	Intermediary	Intermediate
14	Berth	Birth	47	Irrecoverable	Irrevocable
15	Beside	Besides	48	Judicial	Judicious
16	Boast	Boost	49	Loose	Lose
17	Bought	Brought	50	Minute	Minutes
18	Carton	Cartoon	51	Official	Officious
19	Check	Cheque	52	Personal	Personnel
20	Cite	Site	53	Precede	Proceed
21	Coast	Cost	54	Premise	Premises
22	Commitment	Commission	55	Principal	Principle
23	Complement	Compliment	56	Respectable	Respective
24	Confidant	Confident	57	Role	Roll
25	Continual	Continuous	58	Sever	Severe
26	Credible	Creditable	59	Sole	Soul
27	Curb	Kerb	60	Successful	Successive
28	Damage	Damages	61	Suit	Suite
29	Dear	Deer	62	Vary	Very
30	Defer	Differ	63	Vacation	Vocation
31	Deficiency	Deficit	64	Ware	Wear
32	Deny	Refuse	65	Weather	Whether
33	Depose	Dispose			

**Structure of Question paper with Allocation Of marks**

I.	A. Theory question based on segment 1	Marks 5
	B. Theory question based on segment 1	Marks 5
II.	Objective Questions based on Segment 2	Marks 10
III.	Write Any Two out of Three of the following letters (Segment 3: Points 1,2,3,4,5,6,7)	Marks 16
IV.	Write Any Two of The of the following letters (Segment 3: Points 2,3,4,5,6,7)	Marks 16
V.	Objective Questions based on (Segment :3 Point 8: Vocabulary)	Marks 10
VI.	Precise Writing	Marks 8

**Syllabus for First Year B.Com**  
**BUSINESS ORGANISATION AND MANAGEMENT**

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**Objective :** To familiarize the students with the basics of principles of Management and E-commerce in order to comprehend its potential.

- 1. Management :** **10%**  
Introduction, Nature, Process, Functions and Significance - Development of Management Thoughts- Managerial Roles of Mint burg. Taylor's Scientific Management, Fayol's Contribution to Management.
- 2. Planning :** **15%**  
Nature-Components of Plans (Mission, Objectives, Strategies, Policies, Procedures, Rules, Programmers- Planning Premises- Barriers to Effective Planning. Decision Making- Its Stages and Techniques- Strategic Plans, Standing Plans- Management by Objectives (MBO), Basic Features, Steps, Merits and Limitations.
- 3. Organizing :** **15%**  
Meaning, Process, Importance, Principles.  
Departmentation- Bases of Departmentation- Authority, Power and Responsibility.  
Types of Organization : Matrix Organization, Committee Organization, Informal Organization.  
Their meaning, merits and demerits.
- 4. Motivating :** **15%**  
Meaning, Nature, Importance- Maslow and Herzberg's theories of Motivation- Leadership- Meaning and nature, Leadership styles, Likert's system-Leadership Continuum- Theory S and Theory Y, Theory Z.
- 5. Controlling :** **15%**  
Meaning, Nature, Importance- Span of Control- Types of Controls- Characteristics of effective control system.  
A very brief idea about Control Techniques like Ratio Analysis-Break even Analysis- Budgetary Control, PERT and CPM.
- 6. Management of Change :** **15%**  
Concept, Nature and Process of a Planned Changes- Resistance to change - Management in a changing environment.

**7. Internet and Commerce :****15%**

Concept of Internet-E-Commerce practices vs. traditional business practices- Benefits of E-Commerce to organization, consumers and society- limitations of E-commerce- Management issues relating to E-commerce-Concept of b2b, b2c, c2c, b2g, g2g, g2c.

Note : 20% Weightage is to be given to objective questions covering whole syllabus.

**Book Recommended :**

- (1) Koonts and Weirich : Essentials of Management - Tata McGraw Hill, New Delhi
- (2) Stoner and Freeman : Management- Prentice Hall of India, New Delhi
- (3) Hampian, David R : Modern Management- McGraw Hill, New York
- (4) Peter Drucker : Management Challenges for 21<sup>st</sup> Century- Butterworth Heinemann- Oxford
- (5) Fred Luthans : Organisational Behavior- McGraw Hill, New York
- (6) Ansoff H. I. : Corporate Strategy- McGraw Hill, New York
- (7) Louis A. Allen : Management and Organisation - McGraw Hill, New York
- (8) Agarwala Kamlesh N and Agarwala Deeksha : Business on Net- Introduction to E-Commerce\_ MacMillan India, New Delhi.

**એફ.વાય.બી.કોમ.**  
**નાણાકીય હિસાબી પદ્ધતિ-કંપનીના હિસાબો**  
**નવો અભ્યાસક્રમ**

૧. શેર બહાર પાડવા અને જપ્ત કરવા પ્રમાણસર ફાળવણી અને શેર પાછા ખરીદવા સહિત-ભાવિ ઈકિવટી શેર અને સ્વેટ ઈકિવટી શેરનો અર્થ .
૨. શેર અને ડિબેન્ચરનાં વેચાણની બાંધધરી (ફક્ત કંપનીના ચોપડે જ હિસાબો લખવા.)
૩. શેર મૂડીમાં ફેરફાર :  
શેરોનું વિભાજન / સંયોજન-શેરનું સ્ટોકમાં રૂપાંતર અને તેનું ફરીથી શેરમાં રૂપાંતર, કંપનીધારા, ૧૯૫૬ના કંપનીધારાની કલમ ૮૦ મુજબ, રિડીમેબલ પ્રેફરન્સ શેરોના નાણાં પરત કરવા.
૪. કંપની દ્વારા ધંધાની ખરીદી (જેમાં નોંધણી પહેલાના નફાનો સમાવેશ થાય છે.)
૫. કંપનીના વાર્ષિક હિસાબો (ફક્ત ઉભી રીતે રજૂ કરવા, તેમા સંચાલકીય મહેનતાણાની ગણતરી અપેક્ષિત નથી.)
૬. સામાન્ય વીમા કંપનીના મહેસૂલી ખાતા (ઉભા સ્વરૂપે AS-6)
૭. ભારતીય હિસાબી ધોરણો : AS-1, AS-2, AS-5, AS-6, AS-9, AS-10  
(વ્યવહારુ દાખલાઓ અપેક્ષિત નથી. પરંતુ ટૂંકા સિદ્ધાંતિક પ્રશ્નો જ પૂછવાના રહેશે.)  
AS-1 : હિસાબી અનીતિઓનું પ્રગટીકરણ  
AS-2 : ઈન્વેન્ટરીનું મૂલ્યાંકન  
AS-5 : મુદત માટેનો ચોખ્ખો નફો કે ખોટ, અગાઉની મુદતની વિગતો અને હિસાબી નીતિઓમાં ફેરફાર  
AS-6 : ધસારાના હિસાબો  
AS-9 : ઉપજનું સંપાદન  
AS-10: કાયમી મિલકતો અંગેના હિસાબો

**નોંધ :-**

- (૧) ૨૦% ગુણ વાળો એક વિવિધ વિકલ્પો પૈકી પસંદગી (Multiple choice question) જે પાંચ પેટા ભાગોમાં વહેચાયેલો હશે તે ફરજિયાત પ્રશ્ન તરીકે પૂછવાનો રહેશે. જે પૈકી વિદ્યાર્થીને સાચો વિકલ્પ પસંદ કરવાનું કહેવામાં આવશે અને તેના સમર્થનમાં વિદ્યાર્થીઓ જરૂરી ગણતરી અથવા સમજૂતી આપવાની રહેશે.
- (૨) વ્યવહારુ દાખલાઓ (વિવિધ વિકલ્પો પૈકી, પસંદગીના પ્રશ્ન ઉપરાંત) ૬૦% થી ઓછા નહીં એટલા માર્ક્સના પૂછવામાં આવશે.



**F.Y. B.COM.**  
**ADVANCED STATISTICS-I**

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**1. (1) Function**

concept of a function of a single variable, (linear, quadratic and exponential functions only.) Domain. Co- domain and range of a function. Types of function, Equal functions, Real function Concept and determination of break even point. Examples.

**(2) Limit and Continuity**

Concept of limit & continuity of a function, Rules of limit (without proof) examples of limit & continuity of  $f(x)$ , Where  $f(x)$  is apolynomial of  $x$  or rational function of two polynomials of  $x$ .

**(3) Defferentiation**

Definition of a derivative of a function. Derivative of function  $1/x$ ,  $x$ ,  $ax + b$ ,  $ax^2 + bx + c$ , etc. by definition. Rules of erivative (without proof) Derivative of functions of the  $X^n$ ,  $C^x$ ,  $ax$ , and  $\log x$  (without proof) **20%**

**2. (1) Permutations and Combinations**

Basic idea of permutations and combination with simple illustration Formulae for  ${}_n P_r$  and  ${}_n C_r$  (without proof) with example, Use of result  ${}_n C_r + {}_n C_{r-1} = {}_{n+1} C_r$  and  $r [{}^n C_r] = ({}^{n-1} C_{r-1})$  in examples

**(2) Mathematical Induction and Binomial theorem**

Simple illustrative problems based only on principal of principal of mathematical induction. Binomial simple Theorems and its proof using mathematical induction. Characteristics of  $(x + a)^n$  where  $n$  is a positive integer, characteristics of Binomial Expansion, its application in simple examples. **20%**

**3. (1) Probability Theory**

Definitions of random Experiment, Sample space (with simple illustrations), Events, Mutually exclusive Events Equally likely Events, Exhaustive events, Dependent events and independent Events Mathematical Statistical and Axiomatic definitions of probability Theorems and corollaries of addition and multiplication laws of profanity. Bayes theorem (without proof) and examples upto 3 events.

**(2) Mathematical Expectation**

Concept of a discreate random variable. probability mass function of a dictate random variable and its properties. Definition of mathematical expectation of a random variable mathematical expectation of sum And product of two independent and dependent random variables and its properties. Definition of raw and Central moment of discreate random variable upto order four. The relationship of raw moments with Central moments (without Proof) Numerical examples. **20%**

**4. (1) Probability Distribution**

Poisson and hyper geometric distributions, properties and application of these distributions. Derivation of mean and variance of these distributions. Simple numerical examples. (The value of  $e^{-m}$  should be given)

**(2) Quadratic Equations**

Solutions of a quadratic equation  $ax^2 + bx + c = 0$  where  $a \neq 0$ , sum and product of the root of the equation, Nature of root from the value of discriminant  $A$ , Examples. **20%**

**5. (1) Decision Theory**

Meaning and Basic structure of decision theory, classical basis of pay-off matrix models, under conditions of risk Expected value, Maxi-mini, maxi-max, How to choose and Laplace criteria to decide best strategy. Expected monetary Value (E.M.V.) Expected Value of Perfect Information (E.V.P.I.) Examples.

**(2) PERT and CPM**

Meaning and characteristics of PERT, PERT chart with explanation of Activities and Events. D.R. Fulkerson's rule for numbering the events, Dummy activity time, expected activity time. expected and cumulative expected time, Earliest Start Time (EST), Earliest finish time. (EFT), latest Start Time (LST), Latest Finish Time (LFT), Float Time - meaning of Critical Path Method (CPM). difference between PERT and CPM, strengths and Limitations of PERT and CPM Examples.

**FIRST B.COM.**  
**(SELLING)**

**(1) Advance Business management Paper - I**

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**(1) Selling:-**

**1. The Life and times of the professional Sales Person**

- (a) Why choose a sales career
- (b) Sales person as a Territorial manager
- (c) Success in selling - Factors affecting it.

**2. The Psychology of selling - Why people buy?**

- (a) Why do people Buy? The Block Box approach.
- (b) Psychological influences on buying.
- (c) A FABULOUS approach to buyer needs satisfactor
- (d) Why do producer Buy?
- (e) How to determine important buying needs.

**3. Communication and Presentation.**

- (a) Communication process
- (b) Non- Verbal communication
- (c) Barriers to communication
- (d) How to make persuasive communication?

**4. What do you need to know? Sales knowledge**

- (a) Sources of sale knowledge
- (b) Need for sell knowledge
- (c) What a sales person must know?
  - (i) Product
  - (ii) Distribution channel
  - (iii) Company advertising.
  - (iv) Sales promotion
  - (v) Price setting.
  - (vi) Competition.

(How they helps the sales person)

**5. Prospecting - The Life blood of selling**

- (a) Steps in the sales process.
- (b) Prospecting
  - (i) Prospecting and prospect
  - (ii) Prospecting Strategy.
  - (iii) Prospecting Methods.
- (c) Sales Interview - Making and appointment- benefits - methods.

**6. Planning the sales call**

- (a) Customer scales planning
- (b) The Pre-approach- Sales Call planning - its elements
- (c) Prospects mental steps.
- (d) Overview of the - Sales process.

- 7. (a) Sales presentation methods.
- (b) How to select the presentation method.

**8. The Approach**

- (a) Sales person attitude and significance of first impression.
  - (b) Situational approach.
  - (c) Methods of opening
    - (i) Opening with statement
    - (ii) Opening with questions.
      - (i) Customer benefit approach
      - (ii) cordiality approach
      - (iii) Multiple question approach.
- Direct, non-direct and Re-direct Question.
- (d) Need for Flexibility in approach.

**9. The Presentation**

- (a) The purpose of the presentation.
- (b) Three steps in presentation.
- (c) The sales presentation Mix
  - (i) Persuasive Communication
  - (ii) Participation.
  - (iii) Proof Statements.
- (d) Visual presentation - Benefit
  - (i) Meaning of Visual aids.
  - (ii) Dramatization.
- (iii) Demonstration - Check list - participation. Guidelines for using visual aids, dramatics and Demonstration.
- (e) The Trial Close - Sell Sequence.
- (f) Presentation Difficulties.

**10. Prospect's Objections**

- (a) What are objection?
- (b) Objections and Sales process
- (c) Major Categories of Objections
  - (i) The hidden objection.
  - (ii) The stalling objection
  - (iii) The no-need objection
  - (iv) The money objection.
- (d) Techniques for meeting objections.
- (e) Basic points in meeting objections.

**11. The Close**

- (a) When should sales person try to close ?
- (b) Reading buying signals.
- (c) What makes a good close ?
- (d) Essentials of closing sales.
- (e) Twelve steps to successful closing.
- (f) Multiple close - Close based on situation.

**12. Long-term relationship through service.**

- (a) Follow-up and Service
- (b) Account penetration
- (c) Service and Customer
- (d) How to deal with lost customer?
- (e) Return goods.
- (f) Attending complaints.
- (g) Problem of Industrial Sales Peoples

**BOOKS****Basic Text Book**

- (1) Selling  
Charles Futroll  
Rechard Irwin Incap (1990)

**Indian Edition****Weighatage.**

I	-	(1) to (5) _ _	40%
II	-	(6) to (12) _ _	60%

**Syllabus for First Year B.Com**  
**Secretarial Practice & Office Management**

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- 1. Meaning and Characteristics of Company:** [15%]  
Types of Company - illegal association - Foreign Company - Advantages and limitations of Company - Private Limited Company: - Meaning and Characteristics. Privileges and Restrictions on it - Procedure to convert a Private Company into Public Company and Public Company into Private Company.
- 2. (a) Promoters of a Public Company :** [15%]  
Meaning, functions of promoter - preliminary contracts - duties and liabilities.  
**(b) Directors :** Meaning - appointment - qualifications and disqualifications - rights and duties of director - Restriction on powers - legal liability of directors - Remuneration of directors - resignation and retirement of directors - Vacation of office by directors.
- 3. (a) Type to Capital:** [15%]  
Types of share - issue of Shares at par - issue of share at discount - issue of shares at premium - secretary's duty for raising of capital.  
**(b) Allotment of Shares:** Meaning - Procedure, regular and irregular allotment - Secretary's duty regarding allotment of Shares, Procedure of allotment when shares are over-subscribed.
- 4. Private Placement :** [15%]  
Calls and Forfeiture of shares : Meaning of Call- Secretary's duties regarding calls - Forfeiture of shares - essential's of valid forfeiture - Secretary's duty - Reissue of forfeited shares - Buy Back of share.
- 5. Listing of Securities :** Meaning, Provision of shares and the Importance. [10%]  
Provisions of Company's Act for following:  
(a) Issue of Equity Share Capital                      (b) Issue of Debenture  
(c) Issue of Right Share                                      (d) Issue of Bonus Share.
- 6. Office Management :** [20%]  
(a) Meaning and Importance of Office : Meaning of Office Management, its characteristics and functions, procedure of inward and outward letters.  
(b) Filing : Meaning - Characterizations of an ideal filing system - importance - Traditional and Modern filing method.
- 7. Concept of a Modern Office :** [10%]  
(a) Modern office equipment Awareness about internet, website, fax.  
(b) Computer operation - utility of computer in office Management.

**Secretarial Practice :**

1. M. C. Kuchal, Secretarial Practice, Vikas Publication
2. M. Satyanarayan Vora J Com
3. Corporate Law & S.P.  
Taxation  
Bharat

**Office Management :**

1. Office Management by Denyer
2. Text book of Office Management  
by William H. Leffingwell and Edwin M. Robinson Pub by  
Tata Megraw Hill
3. Modern Office Management  
by John J. W. Neuger & B. Lewis Killing  
Publisher by D. D. Taraporevala sons & Pvt. Ltd.

**NOTE**

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