

SARDAR PATEL UNIVERSITY

EXTERNAL COURSE

M.COM PREVIOUS (PART-I) EXTERNAL

ATKT - FAIL- ABSENT For 2008 to 2016 (Only for External Old Student)

નોંધ:- M.COM PREVIOUS (PART-I) EXTERNAL ATKT-FAIL-ABSENT ના જુના વિદ્યાર્થીઓને જુનો સીલેબસ લાગુ પડશે. જેની ખાસ નોંધ લેવી.

POST GRADUATE DEPARTMENT OF

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M.COM (PREVIOUS)

External

P-I ADVANCED BUSINESS MANAGEMENT

Sr. No.	Chapter Name	Name of Topic and Sub topic	English Medium		Gujarati Medium	
			Name of Book and Detail of Book	Page No.	Name of Book and Detail of Book	Page No.
1	Concept of Business Management	-Roles of managers, -Skills at management levels	Principle of Mgt. By L. M. Prasad Third Edition Mgt. By Stoner Prentice Hall Publication Sixth Edition	82-83 16-17	સંચાલનની વ્યાખ્યા અને અર્થ સંચાલનના સિદ્ધાંતો અને વ્યવહાર પોપ્યુલર પ્રકાશન વાણિજ્ય સંચાલન પોપ્યુલર પ્રકાશન ૨૦૦૭- ૦૮	1 to 23 1 to 13
2	The Challenges of Management	-The need for vision, -the need for ethics, -the need for responsiveness to --- cultural diversity, - Management 2000 & beyond (The need for new managers)	Business Policy and Strategic Mgt. By Subba Rao 2004, Himalaya Publication Stoner (all challenges in Brief) Prentice Hall Publication Sixth Edition	89 18 to23	સંચાલનના ઉપયોગી ખ્યાલો સંચાલનના સિદ્ધાંતો અને વ્યવહાર પોપ્યુલર પ્રકાશન સંચાલનની અદ્યતન વિચાર સરાણી પોપ્યુલર પ્રકાશન ૨૦૦૭- ૦૮	15 to 17 60 to 68

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3	Management in the Twenty-First-Century	-Organisational environments and Organisational change. -Learning organisation. -Corporate culture	Stoner Prentice Hall Publication Sixth Edition Essential of BE By Francis Cherunilam H.P. Fifteenth Edi. L. M. Prasad Third Edition	60 410 170 3 to 29 435 to 450	- સંચાલન: સિદ્ધાંતો અને વ્યવહાર - અધ્યનશીલ વ્યવસ્થાતંત્ર સંચાલનના સિદ્ધાંતો અને વ્યવહાર પોપ્યુલર પ્રકાશન ૨૦૦૬ - સંસ્કારિતા પોપ્યુલર પ્રકાશન ૨૦૦૬	68 to 79 247 to 248 47 94
4	Business Ethics	<ul style="list-style-type: none"> • Principle of business ethics • Ethics in practice • Indian manager's attitude towards business ethics 	Business Environment Fransis Cherunilam H.P. Fifteenth Edi. Business Planing and Policy, By Mamoria & Mamoria 2003, H.P. L. M. Prasad Third Edition	3 to 29 448 to 468 129 to 137	Please refer from English book	
5	Globalisation and Management	Concept – Globalisation and competitiveness –Govt. influence in competitiveness. -changing international scene – the role of MNE – global business practice	Management By Stoner Sixth Edition Business Planing and Policy, By Mamoria & Mamoria 2003, H.P	127 to 149 615 to 636	સંચાલનના સિદ્ધાંતો અને વ્યવહાર પોપ્યુલર પ્રકાશન ૨૦૦૬	242 to 245
6	Contemporary Management	-T Q M: Concept, -Characteristics, -Evolution of TQM philosophy, -Recent emerging trends and its application in management	Hand Book of T Q M R. P. Mohanty and R. R. Lakhe 1998, Jaico Publishing House	566-591 1 to 22	સંચાલનના સિદ્ધાંતો અને વ્યવહાર પોપ્યુલર પ્રકાશન ૨૦૦૬	249 to 268

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7	Management Information Systems	-Concept of MIS and its role in management – Strategy Formulation and Implementation, -Concept of International management	L. M. Prasad - Third Edition International Strategic Mgt. By R.M.Srivastav 2004, H. P. Business Planing and Policy, By Mamoria & Mamoria 2003, H.P	746-747 756 193 to 211 16 to 37 637 to 665	Please Refere from English Book व्युत्पन्न संशोधन पोथ्यवर प्रकाशन २००७-०८	1 to 33 172 to 181
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1. Principles of Management
By L. M. Prasad - Third Edition
2. Mangement
By Stoner - Prantice Hall Publication
3. Business Policy and Strategic Management
By Subba Rao - 2004. Himalaya Publishing House
4. Essential of Business Environment
By Francis Cheranilum - Himalaya Publishing House
5. Business Planning and Policy
By Mamoria & Mamoria Himalaya Publishing House
6. Hand Book of TQM
By R. P. Mohanty and R. R. Lakhe - 1998, Jaico Publishing House
7. International Strategic Management
By R. M. Srivastava -2004 - Himalaya Publishing House

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POST GRADUATE DEPARTMENT OF
M.COM (PREVIOUS)

External

P-II BUSINESS ENVIRONMENT

Sr. No.	Chapter Name	Name of Topic and Sub topic	English Medium		Gujarati Medium	
			Name of Book and Detail of Book	Page No.	Name of Book and Detail of Book	Page No.
1	Business Environment	-Meaning, nature and scope, concept of environmental changes -Micro-Business Environment,	Business Environment for strategic management By Dr. K. Ashwathappa 1999 Himalaya Publishing	1 to 25	Please Refer from English Book	
		Macro-Business Environment -Business Environment: Global Scenario – political and economic	Business Environment (Text & Cases) By Francis Cherunilam 2003 Himalaya Publishing	3 to 29		
		environment, global economic boom -Indian Scenario – economic and competitive environment, demographic and social environment, rise of rural markets, future trends	Business Environment By Francis Cherunilam 2000 Himalaya Publishing	38 to 52		
2	Review of selected Macro – policies of Indian business	-Brief review of economic planning in India (with emphasis on latest two five year plans)	Business Environment (Text & Cases) By Francis Cherunilam 2003 Himalaya Publishing	527 to 537	Problems of Indian Economic Development	41 to 47
		Economics of Development & planning (Theory & Practice) By S.K.Misra &V.K. Puri 2006 Himalaya Publishing	904 to 915	By R. C. Joshi 2007 New Popular Prakashan, Surat		

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	<p>-Industrial policies of 1956, 1977 and 1991 (or the current industrial policy)</p> <p>-The current monetary, fiscal and export-import policies.</p>	<p>Business Environment for strategic management By Dr. K. Ashwathappa 1999 Himalaya Publishing</p> <p>Business Environment (Text & Cases) By Francis Cherunitam 2003 Himalaya Publishing</p> <p>Business Environment By Francis Cherunitam 2000 Himalaya Publishing</p> <p>Economics of Development & planning (Theory & Practice) By S.K. Misra & V.K. Puri 2006 Himalaya Publishing</p> <p>Business Environment for strategic management By Dr. K. Ashwathappa 1999 Himalaya Publishing</p> <p>Business Environment (Text & Cases) By Francis Cherunitam 2003 Himalaya Publishing</p> <p>Business Environment By Francis Cherunitam 2000 Himalaya Publishing</p>	<p>191 to 201</p> <p>201 to 207</p> <p>134 to 148</p> <p>816 to 833</p> <p>463 to 467</p> <p>353 to 366 647 to 650</p> <p>119 to 133</p>	<p>ભારતના આર્થિક વિકાસની સમસ્યાઓ આર.સી.જોષી ન્યુ પોપ્યુલર પ્રકાશન ૨૦૦૭</p> <p>ભારતીય બેંકિંગ અને ચલાણ આર.સી. જોષી ન્યુ પોપ્યુલર પ્રકાશન ૨૦૦૭-૨૦૦૮</p>	<p>113 to 120</p> <p>192 to 214</p>
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		-An outline of the technology policy adopted by GOI	Indian economy by Rudra Dutt and KPM Sundaram 46th Revised Edition S. Chand & Sons, 2002 Business Environment for strategic management By Dr. K. Ashwathappa 1999 Himalaya Publishing Essential of Business Environment By Dr. K. Ashwathappa 2005, Himalaya Publishing	748 to 751 125 to 128 118 to 122	Please Refer from English Book	
3	Review of selected Macro strategies of Indian business & govt. policies	-Liberalisation: Concept, issues and its implications -Privatisation: Concept, forms of privatizing the business units, merits & demerits of privatisation, the major issues of privatisation, privatisation of public enterprises	Business Environment By Francis Cherunilam 2000 Himalaya Publishing Business Environment for strategic management By Dr. K. Ashwathappa 1999 Himalaya Publishing Business Environment (Text & Cases) By Francis Cherunilam 2003 Himalaya Publishing Business Environment By Francis Cherunilam 2000 Himalaya Publishing Indian Economy By Rudra Dutta & K. P. M. Sundaram Business Environment or strategic management	630 to 635 320 to 330 248 to 258 227 to 236 234 to 235 39 to 53	Please Refer from English Book	

		-Globalisation: Concept, rationale, strategies, Globalisation of Indian business	By Dr. K. Ashwathappa 1999 Himalaya Publishing Business Environment (Text & Cases)	55 to 71		
			By Francis Cherunilam 2003 Himalaya Publishing Business Environment	619 to 644 534 to 550		
			By Francis Cherunilam 2000 Himalaya Publishing Essential of Business Environment	29 to 49 52 to 66		
			By Dr. K. Ashwathappa 2005, Himalaya Publishing International Trade & Export Mgt.	101 to 122 166 to 184		
		-International Trade: Emerging global scenario-brief idea of the various international organisations like IMF, WTO (Brief introduction of SEZ) [(Agreement on TRIMS, Agreement on TRIPS, Agreement on agriculture, Agreement on trade in textiles and clothing (Multi-Fibre Arrangement), Agreement on market access, Agreement on services, Disputes Settlement Body].	By Francis Cherunilam 2000 Himalaya Publishing Foreign Exchange (Practice, Concept and Control)	379 to 386	भारतना विकासनी	258 to 271
			By C. Jeevanandam 1997, Sultan Chand and Sons Economics of Development and Planing (Theory & Practice)	461 to 468	आर्थिक समस्याओ आर.सी. जेपी	
			By S. K. Misra & V. K. Puri 2006, Himalaya Publishing Business Environment for strategic management	81 to 102	न्यु पोप्युलर प्रकाशन २००७	
			By Dr. K. Ashwathappa 1999 Himalaya Publishing	567 to 586		

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		The Foreign Exchange Management Act (FEMA), 1999	<p>Business Environment (Text & Cases) By Francis Cherunilam 2003 Himalaya Publishing 582 to 603</p> <p>Business Environment By Francis Cherunilam 2000 Himalaya Publishing 81 to 96</p> <p>Essential of Business Environment By Dr. K. Ashwathappa 2005, Himalaya Publishing 664 to 670</p> <p>Business Environment (Text & Cases) By. Francis Cherunilam 2003 Himalaya Publishing 217 to 231</p> <p>Essential of Business Environment By Dr. K. Ashwathappa 2005, Himalaya Publishing</p>	<p>421 to 434</p> <p>वेपारी कायदो बी.के. वेपथुव न्यु पोप्युलर प्रकाशन २००७</p>	
4	Business and Society	-Social responsibility of business: Concept- critical evaluation of social responsibility of business- social responsibility.	<p>Business Environment for strategic management By Dr. K. Ashwathappa 1999 Himalaya Publishing 565 to 579</p> <p>Business Environment (Text & Cases) By Francis Cherunilam 2003 Himalaya Publishing 147 to 165</p> <p>Business Environment By Francis Cherunilam 2000 Himalaya Publishing 73 to 81</p> <p>Essential of Business Environment By Dr. K. Ashwathappa 2005, Himalaya Publishing 494 to 520</p>	Please Refer from English Book	

	<p>-Review of socio-economic problems of an Indian economy</p> <p>-Consumerism (with reference to Consumer Protection Act, 1986) and the recent trends in Marketing Management</p> <p>The significance & role of HRD in business</p>	<p>Economics of Development and Planing (Theory & Practice) By S. K. Misra & V. K. Puri 2006, Himalaya Publishing Indian Economy By Rudra Dutta & K. P. M. Sundaram Indian Economy –Problems of Development and Planing A. N. Agrawal 2001, Vishwa Prakashan Business Environment (Text & Cases) By Francis Cherunilam 2003 Himalaya Publishing Business Environment By Francis Cherunilam 2000 Himalaya Publishing Essential of Business Environment By Dr. K. Ashwathappa 2005, Himalaya Publishing Essential of HRM & Industrial Relation (Text, Cases & games) By P. Subba Rao Himalaya Publishing</p>	<p>166 to 185</p> <p>82 to 97</p> <p>548 to 557</p> <p>199 to 205</p>	<p>वेपारी कायदो बी.के.वेणुगुव न्यु पोप्युवर प्रकाशन २००७</p>	<p>391 to 407</p>
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References :

P. I I

1. Business Environment (Text (cases))
By Francis Cherumilan, 12th Revised Edition, 2003 H.P.H.
2. B. E.
By Francis Cherumilan, 11th Revised Edition, 2000 (Millenium) H.P.H.
3. Economics of Development & Planning (Theory & Practice)
By S. K. Mishra & V. K. Puri, 12th Revised & Updated Edition, 2006, H.P.H.
4. Indian Economy
By Rudra datta, & K.P.M. Sundaram 46th Revised Edition, 2002, S. Chand
5. International Trade & Export Management
By Francis Charumilan, 9th Revised Enlarged & Revised Edition H.P.H.
6. Foreign Exchange - Practice, Concepts & Controls
By C. Jeevanandam, 5th thorouoghly Revised Edition, 1997 S. Chand & Sons
7. Indian Economy - Problems of Development & Planning
By A. N. Agrawal 27th Edition, Vishwa Prakashan
૮. ભારતના આર્થિક વિકાસની સમસ્યાઓ
આર. સી. જોષી, ન્યુ. પોપ્યુલર પ્રકાશન, ૨૦૦૭, સુરત
૯. ભારતીય બેંકિંગ અને ચલાણ
આર. સી. જોષી, ન્યુ પોપ્યુલર પ્રકાશન, ૨૦૦૭-૦૮, સુરત
૧૦. વેપારી કાયદો
બી. કે. વૈષ્ણવ, પોપ્યુલર પ્રકાશન, ૨૦૦૭, સુરત
11. B. E. for Stretgenic Management
By Dr. K. Ashwathappa

POST GRADUATE DEPARTMENT OF
M.COM (PREVIOUS)
MANAGERIAL FINANCE

P. III

External

Sr. No.	Chapter Name	Name of Topic and Sub topic	English Medium		Gujarati Medium	
			Name of Book and Detail of Book	Page No.	Name of Book and Detail of Book	Page No.
1	Nature of Financial Management	<ul style="list-style-type: none"> - Environment of Business Finance - Introduction, definition, objectives, scope - Modern approach to financial management <ul style="list-style-type: none"> - Investment Decision - Financing Decision - Dividend Decision - Liquidity Decision - Important functions of finance manager - Economic environment of Business <ul style="list-style-type: none"> - International Factors - National Factors 	Mgt. A/C & Financial Control By S. N. Maheswari Fourteenth Edition	D- 3 to 22	ધંધાક્રિય વૈત્તવ્યવસ્થા - ટી. બે. રાણા સુધીર પ્રકાશન આઈમી આવૃત્તિ	વિભાગ-૧ ૧-૨૩
2	Sources of Finance	Brief introduction of Financial Institutions Role of Financial Institutions IFCI, UTI, ICICI, IDBI, SFCs	Mgt. A/C & Financial Control By S. N. Maheswari Fourteenth Edition	D – 88 to 150	ઉપર મુજબ	

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3	Working Capital Management	<p>Characteristics of current assets Need for working capital Operating cycle with example Factors affecting working capital Sources of working capital</p> <ul style="list-style-type: none"> • Long Term Sources • Medium & Short term sources <p>Working Capital and Bank Policy</p> <ul style="list-style-type: none"> • Tandon Committee and its recommendation Norms for investors Lending Norms - Example • Chore Committee and its recommendation <p>Management of working capital</p> <ul style="list-style-type: none"> • CASH - Examples of cash budget • RECEIVABLES - Example : Calculation of ACP • INVENTORIES - Examples : <ul style="list-style-type: none"> (i) Level of Inventories (ii) EOQ (iii) ABC Analysis 	Mgt. A/C & Financial Control By S. N. Maheswari Fourteenth Edition	<p>D - 181 to 230</p> <p>D - 331 to 244</p> <p>C - 23 to 32</p>	<p>उपर मुद्रण</p> <p>उपर मुद्रण</p> <p>उपर मुद्रण</p> <p>उपर मुद्रण</p> <p>उपर मुद्रण</p>	<p>विभाग-२ ३ थी २६</p> <p>विभाग-२ २७ थी ५० ५१ थी ८२ ८३ थी १२०</p>
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5	Dividend Decision	<ul style="list-style-type: none"> - Introduction, types of dividend - Important consideration in dividend policy - Theories on Dividend Policy <ul style="list-style-type: none"> • Gordon Growth Model • Walter's Valuation Model • Modigliani and Miller – Irrelevancy theory • Bird in Hand Theory - Bonus Share <ul style="list-style-type: none"> • Advantages • Disadvantages • Impact on Balance Sheet, share price and EPS 	Mgt. A/C & Financial Control By S. N. Maheswari Fourteen Edition	D – 297 to 322	ઉપર મુજબ	વિભાગ-૨ ૧૨૧ થી ૧૭૧
6	Investment Decision	<ul style="list-style-type: none"> - Introduction includes meaning, characteristics, features and objectives - Capital Investment Process - Investment Appraisal Techniques 	Mgt. A/C & Financial Control By S. N. Maheswari Fourteen Edition	C - 282 to 344	નાણાંકીય સંચાલન સી. જમનાદાસની કંપની	163

		<ul style="list-style-type: none"> • PBP • ARR • NPV Their Merits and Demerits • IRR • PI <p>- Examples based on above appraisal techniques</p> <p>- Risk Analysis in Investment Decision</p> <p>Techniques : Probability and Expected Values</p> <p>Standard Deviation in measurement of risk</p> <p>Risk Adjusted Discount Rate</p> <p>Certainty Equivalent Approach</p>				
7	Portfolio Analysis and selection (only theory)	<p>Introduction</p> <ul style="list-style-type: none"> - Factors influencing selection of investment - Risk and Uncertainty : Meaning - Types of Risk : Systematic Risk and Unsystematic Risk - Diversification of Risk - Measurement of Portfolio Risk - Efficient Portfolio - CAPM - Introduction <p>Security Market Line - Introduction</p>	Mgt. A/C & Financial Control By S. N. Maheswari Fourteenth Edition	D - 352 to 377	Please Refer from English book	

P-III

8	International Financial Management (only theory)	Reasons for investing abroad - Basic problems in financial management - Foreign currency management The international monetary system Financial Derivatives Financing multi-national organisations - Mode of payment in International Trade	Mgt. A/C & Financial Control By S. N. Maheswari Fourteenth Edition	D - 378 to 395	Please Refer from English book	
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1. Management Accounting & Financial Control
Dr. S. N. Maheswari
Fourteenth Edition
2. ધંધાકીય વલ્તવ્યવસ્થા (એમ. કોમ. માટે)
ટી. જી. રાણા, બી. એસ. શાહ પબ્લિકેશન, અમદાવાદ

POST GRADUATE DEPARTMENT OF
M.COM (PREVIOUS)

External

P-IV EDSB

Sr. No.	Chapter Name	Name of Topic and Sub topic	English Medium		Gujarati Medium	
			Name of Book and Detail of Book	Page No.	Name of Book and Detail of Book	Page No.
1	Concept of Entrepreneurship	<ul style="list-style-type: none"> - Concept of Entrepreneurship, entrepreneurial traits - Women Entrepreneurship-Development and problems - Rural Entrepreneurship and TRYSEM 	Dynamics of entrepreneurial development and management- Vasant Desai, 2004 Himalaya Publishing House, New Delhi Entrepreneurial Development – Srinivasan & Gupta 2004. Sultan Chand & Sons	79 to 89 126 to 141 142 to 153	Please Refer from English Book	
2	Entrepreneurial Motivation	<ul style="list-style-type: none"> - Concept - Internal and external motivating factors - Achievement Motivation 	Entrepreneurial Development – Srinivasan & Gupta 2004, Sultan Chand & Sons	1.60 to 1.75	Please Refer from English Book	
3	Entrepreneurial Development	<ul style="list-style-type: none"> - Concept of EDP - Misconceptions of EDP - Process of EDP - Target Groups of EDP Institutes - Conducting EDPs in India 	Dynamics of entrepreneurial development and management- Vasant Desai, 2004 H. Publishing House, New Delhi	161 to 187	Please Refer from English Book	

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			Entrepreneurial Development – Srinivasan & Gupta 1992, Sultan Chand & Sons	167 to 180		
4	Institutions assisting Entrepreneurship	IDBI, IFCI, ICICI	Dynamics of entrepreneurial development and management- Vasant Desai, 2004 Himalaya Publishing House, New Delhi	476 TO 483	Please Refer from English Book	
5	Small Business	<ul style="list-style-type: none"> - Concept - Classification - Small Business as a driving force for nation growth - Procedure of starting a small business - Problems of small entrepreneurs 	<p>Entrepreneurial Development – Srinivasan & Gupta 2004, Sultan Chand & Sons</p> <p>Business Environment By K. Ashwathappa 1999, Himalaya Publishing House, New Delhi</p>	<p>3.3 to 3.10</p> <p>332 to 356</p>	Please Refer from English Book	
6	Project management	Concept of project, Classification of project, Project life cycle, Aspects of project	Dynamics of entrepreneurial development and management- Vasant Desai, 2004 Himalaya Publishing House, New Delhi	212 to 226	Please Refer from English Book	
7	Project identification & formulation	Concept and importance of project identification, Concept and Stages of project formulation	Dynamics of entrepreneurial development and	227 to 244	Please Refer from English Book	

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			management- Vasant Desai, 2004 Himalaya Publishing House. New Delhi			
8	Project report & project appraisal	<ul style="list-style-type: none"> - Concept & importance of project report - Format of project report - Concept & stages of project appraisal 	Dynamics of entrepreneurial development and management- Vasant Desai, 2004 Himalaya Publishing House. New Delhi	266 to 288	Please Refer from English Book	

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1. Dynamics of Entrepreneurship and Management
By H. P. House, New Delhi, 2004
2. Entrepreneurial Development
By Gupta & Srinivasan, Sultan Chand & Sons, New Delhi, 2004
3. B. E.
By Dr. A. K. Ashwathappa
H. P. House, New Delhi, 1999