



Re-Accredited 'B++' 2.86 CGPA by NAAC

VEER NARMAD SOUTH GUJARAT UNIVERSITY

University Campus, Udhna-Magdalla Road, SURAT - 395 007, Gujarat, India.

વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી

યુનિવર્સિટી કેમ્પસ, ઉધના-મગદલ્લા રોડ, સુરત - ૩૯૫ ૦૦૭, ગુજરાત, ભારત.

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E-mail : info@vnsgu.ac.in, Website : www.vnsgu.ac.in

-: પરિપત્ર :-

વાણિજ્ય વિદ્યાશાખા હેઠળની સંલગ્ન તમામ કોમર્સ કોલેજોનાં આચાર્યશ્રીઓને જણાવવાનું કે, NEP-2020 અંતર્ગત શૈક્ષણિક વર્ષ ૨૦૨૩-૨૪ થી અમલમાં આવનાર વાણિજ્ય વિદ્યાશાખાનાં પ્રથમ વર્ષ B.Com. Sem-1 & 2 ના નીચે મુજબનાં વિષયનાં Minor અને SEC ના અભ્યાસક્રમ કોમર્સ ઈન્કલુડીંગ બી.એ. વિષયની અભ્યાસ સમિતિનાં ચેરમેનશ્રીએ બોર્ડવતી મંજૂર કરી વાણિજ્ય વિદ્યાશાખાને કરેલ ભલામણ વાણિજ્ય વિદ્યાશાખાની મંજૂરીની અપેક્ષાએ વાણિજ્ય વિદ્યાશાખાનાં અધ્યક્ષે ડીનશ્રીએ વિદ્યાશાખા વતી મંજૂર કરી એકેડેમિક કાઉન્સિલને કરેલ ભલામણને એકેડેમિક કાઉન્સિલની તા.૭/૦૮/૨૦૨૩ની સભાનાં ઠરાવ ક્રમાંક: ૯૯ થી એકેડેમિક કાઉન્સિલ વતી મંજૂર કરવા આપેલ સત્તાની રૂએ માનનીય કુલપતિશ્રી ધ્વારા મંજૂર કરવામાં આવેલ છે. જેનો અમલ કરવા આથી જાણ કરવામાં આવે છે.

1. Organizational and working of Small Scale Enterprises
2. Foreign Trade Procedures & Documentation
3. Organisation and working of Co-operation
4. Computer Application

ક્રમાંક : એસ./પરિપત્ર/૨૫૪૦૭/૨૦૨૩

તા. ૩૦-૦૮-૨૦૨૩

W. J. S.
કુલસચિવ

પ્રતિ,

- ૧) વાણિજ્ય વિદ્યાશાખા હેઠળની સંલગ્ન તમામ કોલેજોના આચાર્યશ્રીઓ,
..... આપશ્રીની કોલેજના સંબંધિત શિક્ષકોને જાણ કરી અમલ કરવા સારું.
- ૨) અધ્યક્ષશ્રી, વાણિજ્ય વિદ્યાશાખા,
- ૩) પરીક્ષા નિયામકશ્રી, પરીક્ષા વિભાગ, વીર નર્મદ દ.ગુ.યુનિવર્સિટી, સુરત.
.....તરફ જાણ તેમજ અમલ સારું.

	VEER NARMAD SOUTH GUJARAT UNIVERSITY , SURAT	
	F.Y.B.COM SEM 1	
	COURSE TYPE: - MINOR (ELECTIVES)	
	CREDIT: - 4	
	COURSE CODE –	
	Organizational and working of Small Scale Enterprises (SYLLABUS EFFECTIVE FROM ACADEMICE YEAR 2023-24 AND ONWARDS)	%
	Objective 1. To acquaint the student with the role of Small Scale enterprises. 2. To cultivate the ability for using the physical and human resources.	
Unit :-1	Definition, Classification of small scale enterprises- Cottage Industries, (40%) Handicraft, Ancillary industries. Difference between cottage and small scale industries, Ancillary Industry and small scale industry – Relationship of small scale and large scale industries. Concept & working of MSME (Micro small & Medium Enterprise) Characteristics of Small scale industries. Their role and place in the developing economy	40
Unit :-2	Historical perspective of Small scale enterprises. Impact of industrial revolution on small enterprises - Their decline in India during British period. - Their survival in India during British period. - Their development since independence	20
Unit :-3	Basic consideration for starting small scale enterprises.	20
Unit :-4	Selection of small scale unit- Preparing of feasibility studies Report- Registration –Infrastructure - Machinery – Raw materials – Finance Marketing.	20

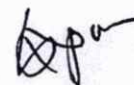
Reference Books:

1. R.R.Khan -Management of small scale industries.
2. Vasant Desai - Problems and Prospects of small scale industries in India.
3. Dr.P.S.Loknathan – Role of small scale industries in a developing economy.
4. Dr. P.S.Loknathan – Problems of small scale industry sector.
5. Navnihal Singh – Scientific Management of Small scale industries.
6. Development Commissioner small scale industries Govt.of India – Industrial estate in India.
7. K.K.Mehta – Small scale industry- Procedures hand book.
8. Uni. Granth nirman board Ahmadabad – Nanapaya Na udyogo.
9. Uni.Granth nirman board Ahmadabad – Bharatna Udyogono Itihas.
10. Popular pub. Bharatna aarthik vikasni samsyao.

	VEER NARMAD SOUTH GUJARAT UNIVERSITY , SURAT	
	F.Y.B.COM SEM I	
	COURSE TYPE - SEC	
	CREDIT: - 2	
	COURSE CODE -	
	Organizational and working of Small Scale Enterprises (SYLLABUS EFFECTIVE FROM ACADEMICE YEAR 2023-24 AND ONWARDS)	%
	Objective 1. To acquaint the student with the role of Small Scale enterprises. 2. To cultivate the ability for using the physical and human resources.	
Unit :-1	Definition, Classification of small scale enterprises- Cottage Industries, (40%) Handicraft, Ancillary industries. Difference between cottage and small scale industries, Ancillary Industry and small scale industry – Relationship of small scale and large scale industries. Concept & working of MSME (Micro small & Medium Enterprise) Characteristics of Small scale industries. Their role and place in the developing economy	50
Unit :-2	Historical perspective of Small scale enterprises. Impact of industrial revolution on small enterprises - Their decline in India during British period. - Their survival in India during British period. - Their development since independence	50

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1. R.R.Khan -Management of small scale industries.
2. Vasant Desai - Problems and Prospects of small scale industries in India.
3. Dr.P.S.Loknathan – Role of small scale industries in a developing economy.
4. Dr. P.S.Loknathan – Problems of small scale industry sector.
5. Navnihal Singh – Scientific Management of Small scale industries.
6. Development Commissioner small scale industries Govt.of India – Industrial estate in India.
7. K.K.Mehta – Small scale industry- Procedures hand book.
8. Uni. Granth nirman board Ahmadabad – Nanapaya Na udyogo.
9. Uni.Granth nirman board Ahmadabad – Bharatna Udyogono Itihas.
10. Popular pub. Bharatna aarthik vikasni samsyao.



	VEER NARMAD SOUTH GUJARAT UNIVERSITY , SURAT	
	F.Y.B.COM SEM I	
	COURSE TYPE: - MINOR (ELECTIVES)	
	CREDIT: - 4	
	COURSE CODE –	
	FOREIGN TRADE PROCEDURES & DOCUMENTATION (SYLLABUS EFFECTIVE FROM ACADEMICE YEAR 2023-24 AND ONWARDS)	%
	Objective To give knowledge of Import Export Activities	
Unit :-1	Introduction: Export Documentation, Foreign Exchange Regulations, ISO 9000 Series and other Internationally accepted Quality Certificate.	30
Unit :-2	Quality Control and Pre-shipment Inspection, Export Trade Control, Marine Insurance Commercial Practices.	30
Unit :-3	Export Procedure: General Excise clearance. Customs Clearance, Role of Clearing and Forwarding agents Shipment of Export Cargo, Export Credits, Export Credit Guarantee and Policies, Forward Exchange Cover, Finance for Export on Differed Payment terms. Duty Drawbacks.	40

REFERENCE:

1. Govt. of India : Hand Book of Procedures, Import and export Promotion, New Delhi.
2. R.L.Varshncy & Bhashyam S, " International Financial Management, An Indian Prospective, Sultanchand and Co., New Delhi.
3. R.L.Varshncy and B.Bhattacharya, International Marketing Management.
4. Rathod, Rathor and Jam : "International Marketing, Himalaya Publishing House, New Delhi.
5. Export-Import Manual, Nabhi Publication, New Delhi.



	VEER NARMAD SOUTH GUJARAT UNIVERSITY , SURAT	
	F.Y.B.COM SEM 1	
	COURSE TYPE: - SEC	
	CREDIT: - 2	
	COURSE CODE -	
	FOREIGN TRADE PROCEDURES & DOCUMENTATION (SYLLABUS EFFECTIVE FROM ACADEMICE YEAR 2023-24 AND ONWARDS)	%
	Objective To give knowledge of Import Export Activities	
Unit :-1	Introduction: Export Documentation, Foreign Exchange Regulations, ISO 9000 Series and other Internationally accepted Quality Certificate.	30 40
Unit :-2	Export Procedure: General Excise clearance. Customs Clearance, Role of Clearing and Forwarding agents Shipment of Export Cargo, Export Credits, Export Credit Guarantee and Policies, Forward Exchange Cover, Finance for Export on Differed Payment terms. Duty Drawbacks.	30 60

REFERENCE:

1. Govt. of India : Hand Book of Procedures, Import and export Promotion, New Delhi.
2. R.L.Varshncy & Bhashyam S, " International Financial Management, An Indian Prospective, Sultanchand and Co., New Delhi.
3. R.L.Varshncy and B.Bhattacharya, International Marketing Management.
4. Rathod, Rathor and Jam : "International Marketing, Himalaya Publishing House, New Delhi.
5. Export-Import Manual, Nabhi Publication, New Delhi.



	VEER NARMAD SOUTH GUJARAT UNIVERSITY , SURAT	
	F.Y.B.COM SEM 1	
	COURSE TYPE: - MINOR (ELECTIVES)	
	CREDIT: - 4	
	COURSE CODE –	
	ORGANISATION AND WORKING OF CO- OPERATION (SYLLABUS EFFECTIVE FROM ACADEMICE YEAR 2023-24 AND ONWARDS)	%
	Objective The Objective Of This Paper Is To Be Acquire Basic Knowledge To The Students With The Nature And Development of Co-Operatives.	
Unit :-1	Evolution Of Co-Operation Meaning And Definition Of Co- Operation And Cooperative. Merit And Demerit Of A Co-Operative Societies. Co-Operative Sector In India (Including Amul Model)	40
Unit :-2	Pre-Condition For The Succession Of Co-Operative Activities. Revised Principles Of Co-Operation.	30
Unit :-3	Inspection And Supervision Of Co-Operative Society.	15
Unit :-4	Co-Operative Training - Education And Propaganda.	15

- References :
૧. સહકાર સિધ્ધાંતો અને વ્યવહારો. - પોપ્યુલર પ્રકાશન - સુરત.
 ૨. "સહકાર" _ સી. જમનાદાસ એન્ડ કું. અમદાવાદ.
 ૩. સહકાર દર્શન ભાગ ૧-૨-૩ - શ્રી જગદીશભાઈ મૂલાની, અમદાવાદ.
 ૪. સહકાર પર્વ. - શ્રી જગદીશભાઈ મૂલાની, અમદાવાદ.
 ૫. સાંપ્રતમાં સહકારી પ્રવૃત્તિ - શ્રી જગદીશભાઈ મૂલાની, અમદાવાદ ગુર્જર સાહિત્ય ભવન.
 ૬. સહકાર _ મુખપત્ર (પાસિક) - ગુજરાત રાજ્ય સહકારી સંઘ - અમદાવાદ.
 ૭. ગ્રામ સ્વરાજ (માસિક), ગુજરાત રાજ્ય સહકારી સંઘ - અમદાવાદ.
 ૮. ડો.ઓપ. મેનેજમેન્ટ પ્રી-સીપાલ પોલીસીસ એન્ડ પ્રેક્ટીસ (૧૯૭૭). - આર.ડી. અગ્રવાલ.,

Bibliography.: 1. Journals / Magazines : Co-operative Perspective, Vaikunth Mehta

National Institute of Co-operative management, Pune (1998)

1. Websites : <http://Co-operative on net.com> (1998)

<http://youarticle.com>

<http://shodhganga.inflibnet.ac.in>

	VEER NARMAD SOUTH GUJARAT UNIVERSITY , SURAT	
	F.Y.B.COM SEM 1	
	COURSE TYPE: - SEC	
	CREDIT: - 2	
	COURSE CODE –	
	ORGANISATION AND WORKING OF CO- OPERATION (SYLLABUS EFFECTIVE FROM ACADEMICE YEAR 2023-24 ONWARDS)	%
	Objective The Objective Of This Paper Is To Be Acquire Basic Knowledge To The Students With The Nature And Development of Co-Operatives.	
Unit :-1	Evolution Of Co-Operation Meaning And Definition Of Co- Operation And Cooperative. Merit And Demerit Of A Co-Operative Societies. Co-Operative Sector In India (Including Amul Model)	40
Unit :-2	Pre-Condition For The Succession Of Co-Operative Activities. Revised Principles Of Co-Operation.	40
Unit:-3	Inspection And Supervision Of Co-Operative Society.	20

- References :
૧. સહકાર સિધ્ધાંતો અને વ્યવહારો. - પોપ્યુલર પ્રકાશન - સુરત.
 ૨. "સહકાર" - સી. જમનાદાસ એન્ડ કું. અમદાવાદ.
 ૩. સહકાર દર્શન ભાગ ૧-૨-૩ - શ્રી જગદીશભાઈ મૂલાની, અમદાવાદ.
 ૪. સહકાર પર્વ. - શ્રી જગદીશભાઈ મૂલાની, અમદાવાદ.
 ૫. સાંપ્રતમાં સહકારી પ્રવૃત્તિ - શ્રી જગદીશભાઈ મૂલાની, અમદાવાદ ગુર્જર સાહિત્ય ભવન.
 ૬. સહકાર - મુખપત્ર (પાસિક) - ગુજરાત રાજ્ય સહકારી સંઘ - અમદાવાદ.
 ૭. ગ્રામ સ્વરાજ (માસિક), ગુજરાત રાજ્ય સહકારી સંઘ - અમદાવાદ.
 ૮. ડી.ઓપ. મેનેજમેન્ટ પ્રીન્સીપાલ પોલીસીસ એન્ડ પ્રેક્ટીસ (૧૯૭૭). - આર.ડી. અગ્રવાલ.,

Bibliography.: 1. Journals / Magazines : Co-operative Perspective, Vaikunth Mehta
National Institute of Co-operative management, Pune (1998)

1. Websites : <http://Co-operative on net.com> (1998)
<http://youarticle.com>
<http://shodhganga.inflibnet.ac.in>



	VEER NARMAD SOUTH GUJARAT UNIVERSITY , SURAT	
	F.Y.B.COM SEM 1	
	COURSE TYPE: - MINOR (ELECTIVES) CREDIT: - 4	
	COURSE CODE –	
	COMPUTER APPLICATION – I (Computer Fundamental & Word Processing) (SYLLABUS EFFECTIVE FROM ACADEMICE YEAR 2023-24 AND ONWARDS)	%
	Objective	
Unit :-1	Introduction What is computer? - What is digital computer - Function of Digital computer --component of Computer - Function of Input device, Process device and output device - characteristics of computer-Generation of Computers - Types of Computers-Microcomputers, Minicomputers, Mainframes, Super Computers - Hardware, Software & Firmware Functioning of CPU, Types of Microprocessors, Address, Control and Data Bus. -Main memories - Memory types: RAM, ROM, FLASH, PROM, EPROM, EEPROM - Secondary memories - Memory system hierarchy - Hard disk -Internal architecture of hard disk - Mechanism of storage data on hard disk-Floppy disk, Pen drive Introduction to Email – (A Special case study with Gmail). – Introduction, Features: Signature – Label - Starring Email – Filters – Vacation Responder – Task List – Keep – Chat Rooms and Hangouts	25
Unit :-2	Operating System Need of an operating system -Types of an operating system - Multi user operating system - single user operating system -Function of operating system (brief). Search Facility of windows. File management commands: Rename, Delete, Cut, Copy, Paste - Windows explorer -Desktop properties - Folders - shortcuts - Menu. Close - minimize -maximize, restore - button. Recycle bin, Control Panel Date & Time - Display -Fonts - Mouse - Keyboard - Printer- Fonts - Sound & Audio device - Sound effect manager	25
Unit :-3	Word Processing Application and importance of Ms-Word. File Menu: Open, Close, Save, Save-As, Search file, Layout Tab: Page Setup, Print Pre-view, Print. Edit Document: Undo, Redo, cut, copy, paste, paste-special, select all, Find, Replace, Go to, Office clipboard View Tab: Normal, Outline, Page layout, Master document, Full screen, Toolbar, Ruler, Header & footer, Zoom. Insert Tab: Page number, date & time, Field, Symbol, Auto Text, Comment, Picture, Object, bookmark, hyperlink. Tables: Insert Cell, Delete Cell, Merge Cell, Format Cells, Sort. Home Tab – Document Format: Font, Paragraph, Bullets & Numbering, Tab, Columns, Change case, Drop cap,	25

	Style gallery. Mailings and Review Tab: Spelling & Grammar checking, Word count, Auto correct, Mail Merge, Macro, option	
Unit :-4	Presentation Software Getting started in PowerPoint - Creating a presentation - Creating & editing slides, different types of slides - Previewing a slide show, automating slide show - Applying effects - Adding: auto shapes, picture & graph, sound & video	25

NOTE: Practical should be carried out based on Unit 3 and Unit 4.

Reference Books:

1. Computer Fundamentals - By P.K.Sinha (BPB Publication)
2. Fundamental of Computer - By V. Rajaraman
3. Fundamental of Computer - By V. Rajaraman
4. PC Software - By R K Taxali (Tata McGraw Hill)
5. Teach Yourself word 2000 in 21 days - Heidi Steele
6. Mastering MS Word - BPB Publication
7. MS Office 2000 (Gujarati) - Venus Publication
8. The Ultimate Gmail Guide - A Training Guide for Gmail Users from BetterCloud
<https://www.svsabers.org/Downloads/bcguides-theultimategmailguide.pdf?v=0>

	VEER NARMAD SOUTH GUJARAT UNIVERSITY , SURAT	
	F.Y.B.COM SEM 1	
	COURSE TYPE: - SEC	
	CREDIT: - 2	
	COURSE CODE –	
	COMPUTER APPLICATION – I (Computer Fundamental & Word Processing) (SYLLABUS EFFECTIVE FROM ACADEMICE YEAR 2023-24 AND ONWARDS)	%
Unit :-1	Introduction What is computer? - What is digital computer - Function of Digital computer --component of Computer - Function of Input device, Process device and output device - characteristics of computer-Generation of Computers - Types of Computers-Microcomputers, Minicomputers, Mainframes, Super Computers - Hardware, Software & Firmware Functioning of CPU, Types of Microprocessors, Address, Control and Data Bus. -Main memories - Memory types: RAM, ROM, FLASH, PROM, EPROM, EEPROM - Secondary memories - Memory system hierarchy - Hard disk -Internal architecture of hard disk - Mechanism of storage data on hard disk-Floppy disk, Pen drive Introduction to Email – (A Special case study with Gmail). – Introduction, Features: Signature – Label - Starring Email – Filters – Vacation Responder – Task List – Keep – Chat Rooms and Hangouts	50
Unit :-2	Operating System Need of an operating system -Types of an operating system - Multi user operating system - single user operating system -Function of operating system (brief). Search Facility of windows. File management commands: Rename, Delete, Cut, Copy, Paste - Windows explorer -Desktop properties - Folders - shortcuts - Menu. Close - minimize -maximize, restore - button. Recycle bin, Control Panel Date & Time - Display -Fonts - Mouse - Keyboard - Printer- Fonts - Sound & Audio device - Sound effect manager	50

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3. Fundamental of Computer - By V. Rajaraman
4. PC Software - By R K Taxali (Tata McGraw Hill)
5. Teach Yourself word 2000 in 21 days - Heidi Steele
6. Mastering MS Word - BPB Publication
7. MS Of8ice 2000 (Gujarati) - Venus Publication
8. The Ultimate Gmail Guide - A Training Guide for Gmail Users from BetterCloud
<https://www.svsabers.org/Downloads/bcguides-theultimategmailguide.pdf?v=0>

	VEER NARMAD SOUTH GUJARAT UNIVERSITY , SURAT	
	F.Y.B.COM SEM 2	
	COURSE TYPE: - MINOR (ELECTIVES)	
	CREDIT: - 4	
	COURSE CODE –	
	Organizational and working of Small Scale Enterprises (SYLLABUS EFFECTIVE FROM ACADEMICE YEAR 2023-24 AND ONWARDS)	%
	Objective	
Unit :-1	Working of small scale enterprises. - Procuring raw materials – Maintenance of quality – adoption of technological improvements – Finance – Credit needs and financial facilities – Marketing the product – Export also.	30
Unit :-2	Problems and Solution of small scale Industries in India. Causes of sickness and the role of Government to overcome.	30
Unit :-3	Role of Indian Government in the development of small scale Industries (after 1990) –	10
Unit :-4	Industrial policy – Industrial estate – Industrial fair – Special Economic zone (SEZ) - Industrial co- operatives – District Industrial Centre.	30

Reference Books:

1. R.R.Khan -Management of small scale industries.
2. Vasant Desai - Problems and Prospects of small scale industries in India.
3. Dr.P.S.Loknathan – Role of small scale industries in a developing economy.
4. Dr. P.S.Loknathan – Problems of small scale industry sector.
5. Navnihal Singh – Scientific Management of Small scale industries.
6. Development Commissioner small scale industries Govt.of India – Industrial estate in India.
7. K.K.Mehta – Small scale industry- Procedures hand book.
8. Uni. Granth nirman board Ahmadabad – Nanapaya Na udyogo.
9. Uni.Granth nirman board Ahmadabad – Bharatna Udyogono Itihas.
10. Popular pub. Bharatna aarthik vikasni samsyao.

	VEER NARMAD SOUTH GUJARAT UNIVERSITY , SURAT	
	F.Y.B.COM SEM 2	
	COURSE TYPE: - SEC	
	COURSE CODE -	
	Organizational and working of Small Scale Enterprises (SYLLABUS EFFECTIVE FROM ACADEMICE YEAR 2023-24 AND ONWARDS)	%
	Objective	
Unit :-1	Working of small scale enterprises. - Procuring raw materials – Maintenance of quality – adoption of technological improvements – Finance – Credit needs and financial facilities – Marketing the product – Export also.	40
Unit :-2	Problems and Solution of small scale Industries in India. Causes of sickness and the role of Government to overcome.	30
Unit :-4	Industrial policy – Industrial estate – Industrial fair – Special Economic zone (SEZ) - Industrial co- operatives – District Industrial Centre.	30

Reference Books:

1. R.R.Khan -Management of small scale industries.
2. Vasant Desai - Problems and Prospects of small scale industries in India.
3. Dr.P.S.Loknathan – Role of small scale industries in a developing economy.
4. Dr. P.S.Loknathan – Problems of small scale industry sector.
5. Navnihal Singh – Scientific Management of Small scale industries.
6. Development Commissioner small scale industries Govt.of India – Industrial estate in India.
7. K.K.Mehta – Small scale industry- Procedures hand book.
8. Uni. Granth nirman board Ahmadabad – Nanapaya Na udyogo.
9. Uni.Granth nirman board Ahmadabad – Bharatna Udyogono Itihas.
10. Popular pub. Bharatna aarthik vikasni samsyao.

	VEER NARMAD SOUTH GUJARAT UNIVERSITY , SURAT	
	F.Y.B.COM SEM 2	
	COURSE TYPE: - MINOR (ELECTIVES)	
	CREDIT: - 4	
	COURSE CODE -	
	FOREIGN TRADE PROCEDURES & DOCUMENTATION (SYLLABUS EFFECTIVE FROM ACADEMICE YEAR 2023-24 AND ONWARDS)	%
	Objective	
Unit :-1	Import Procedures: Import Licensing Policy, Actual User Licensing, Replenishment Licensing, Import export Pass-hook, Capital Goods Licensing, Export Houses and Trading Houses.	30
Unit :-2	Special Issues: Export by Post Parcel and by air, GSP certificate of Origin, Custom Clearance of Import cargo, Documents prescribed by Importing Countries, Standardized export documents, Packaging.	30
Unit :-3	Import Management in a developing Economy: Foreign Exchange Budgeting, Import Procurement methods, Import Financing, Purchase Contract, Import Under Counter Trade, Monitoring and follow-up of Import Contracts.	40

REFERENCE:

1. Govt. of India : Hand Book of Procedures, Import and export Promotion, New Delhi.
2. R.L.Varshncy & Bhashyam S, " International Financial Management, An Indian Prospective, Sultanchand and Co., New Delhi.
3. R.L.Varshncy and B.Bhattacharya, International Marketing Management.
4. Rathod, Rathor and Jam : "International Marketing, Himalaya Publishing House, New Delhi.
5. Export-Import Manual, Nabhi Publication, New Delhi

	VEER NARMAD SOUTH GUJARAT UNIVERSITY , SURAT	
	F.Y.B.COM SEM 2	
	COURSE TYPE: - SEC	
	CREDIT: - 2	
	COURSE CODE -	
	FOREIGN TRADE PROCEDURES & DOCUMENTATION (SYLLABUS EFFECTIVE FROM ACADEMICE YEAR 2023-24 AND ONWARDS)	%
	Objective	
Unit :-1	Import Procedures: Import Licensing Policy, Actual User Licensing, Replenishment Licensing, Import export Pass-hook, Capital Goods Licensing, Export Houses and Trading Houses.	50
Unit :-3	Import Management in a developing Economy: Foreign Exchange Budgeting, Import Procurement methods, Import Financing, Purchase Contract, Import Under Counter Trade, Monitoring and follow-up of Import Contracts.	50

REFERENCE:

1. Govt. of India : Hand Book of Procedures, Import and export Promotion, New Delhi.
2. R.L.Varshncy & Bhashyam S, " International Financial Management, An Indian Prospective, Sultanchand and Co., New Delhi.
3. R.L.Varshncy and B.Bhattacharya, International Marketing Management.
4. Rathod, Rathor and Jam : "International Marketing, Himalaya Publishing House, New Delhi.
5. Export-Import Manual, Nabhi Publication, New Delhi

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F.Y.B.COM SEM 2		
COURSE TYPE: - MINOR (ELECTIVES)		
CREDIT: - 4		
COURSE CODE –		
ORGANISATION AND WORKING OF CO- OPERATION (SYLLABUS EFFECTIVE FROM ACADEMICE YEAR 2023-24 ONWARDS)		%
Objective The Objective Of This Paper Is To Be Acquire Basic Knowledge To The Students With The Nature And Development of Co-Operatives.		
Unit :-1	Roll/Place Of co-Operations In Indian Economic System. The Problem Of Co- operative Activities.	20
Unit :-2	The Different Type Of Co-Operative Societies. Credit And Non Credit Co-Operative Organizations. Milk Procedure Co-Operative Societies. Sugarcane Procedure Co-Operative Societies. People's Cooperative Bank Agriculture Base Co-Operative Societies.	40
Unit :-3	Co-Operative And State Co-operative Planning And Various Assistants Given By The State To The Various Co-operative Societies.	20
Unit :-4	The Similarities And Differences Between Capitalism Socialism And co- Operatism	20

References : ૧. સહકાર સિધ્ધાંતો અને વ્યવહારો. - પોપ્પુલર પ્રકાશન - સુરત.

૨. "સહકાર" _ સી. જમનાદાસ એન્ડ કું. અમદાવાદ.

૩. સહકાર દર્શન ભાગ ૧-૨-૩ - શ્રી જગદીશભાઈ મૂલાની, અમદાવાદ.

૪. સહકાર પર્વ. - શ્રી જગદીશભાઈ મૂલાની, અમદાવાદ.

૫. સાંપ્રતમાં સહકારી પ્રવૃત્તિ - શ્રી જગદીશભાઈ મૂલાની, અમદાવાદ ગુર્જર સાહિત્ય ભવન.

૬. સહકાર _ મુખપત્ર (પાક્કિડ) - ગુજરાત રાજ્ય સહકારી સંઘ - અમદાવાદ.

૭. ગ્રામ સ્વરાજ (માસિક), ગુજરાત રાજ્ય સહકારી સંઘ - અમદાવાદ.

૮. ડો.ઓપ. મેનેજમેન્ટ પ્રીન્સીપલ પોલીસીસ એન્ડ પ્રેક્ટીસ (૧૯૭૭). - આર.ડી. અગ્રવાલ.,

Bibliography.: 1. Journals / Magazines : Co-operative Perspective, Vaikunth Mehta

National Institute of Co-operative management, Pune (1998)

1. Websites : <http://Co-operative on net.com> (1998)

<http://youarticle.com>

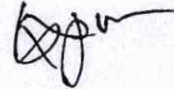
<http://shodhganga.inflibnet.ac.in>

VEER NARMAD SOUTH GUJARAT UNIVERSITY , SURAT		
F.Y.B.COM SEM 2		
	COURSE TYPE: - SEC	
	CREDIT: - 2	
	COURSE CODE -	
	ORGANISATION AND WORKING OF CO- OPERATION (SYLLABUS EFFECTIVE FROM ACADEMICE YEAR 2023-24 AND ONWARDS)	%
	Objective The Objective Of This Paper Is To Be Acquire Basic Knowledge To The Students With The Nature And Development of Co-Operatives.	
Unit :-1	Roll/Place Of co-Operations In Indian Economic System. The Problem Of Co-operative Activities.	40
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Unit :-3	Co-Operative and State Co-operative Planning And Various Assistants Given By The State To The Various Co-operative Societies.	20

- References :
૧. સહકાર સિદ્ધાંતો અને વ્યવહારો. - પોપ્પુલર પ્રકાશન - સુરત.
 ૨. "સહકાર" - સી. જમનાદાસ એન્ડ કું. અમદાવાદ.
 ૩. સહકાર દર્શન ભાગ ૧-૨-૩ - શ્રી જગદીશભાઈ મૂલાની, અમદાવાદ.
 ૪. સહકાર પર્વ. - શ્રી જગદીશભાઈ મૂલાની, અમદાવાદ.
 ૫. સાંપ્રતમાં સહકારી પ્રવૃત્તિ - શ્રી જગદીશભાઈ મૂલાની, અમદાવાદ ગુર્જર સાહિત્ય ભવન.
 ૬. સહકાર - મુખપત્ર (પાક્કિડ) - ગુજરાત રાજ્ય સહકારી સંઘ - અમદાવાદ.
 ૭. ગ્રામ સ્વરાજ (માસિક), ગુજરાત રાજ્ય સહકારી સંઘ - અમદાવાદ.
 ૮. ડી.ઓપ. મેનેજમેન્ટ પ્રીન્સીપાલ પોલીસીસ એન્ડ પ્રેક્ટીસ (૧૯૭૭). - આર.ડી. અગ્રવાલ.,

Bibilography.: 1. Journals / Magazines : Co-operative Perspective, Vaikunth Mehta
National Institute of Co-operative management, Pune (1998)

1. Websites : <http://Co-operative on net.com> (1998)
- <http://youarticle.com>
- <http://shodhganga.inflibnet.ac.in>



	VEER NARMAD SOUTH GUJARAT UNIVERSITY , SURAT	
	F.Y.B.COM SEM 2	
	COURSE TYPE: - MINOR (ELECTIVES)	
	CREDIT: - 4	
	COURSE CODE –	
	COMPUTER APPLICATION – II (Office Automation and Accounting Tools) (SYLLABUS EFFECTIVE FROM ACADEMICE YEAR 2023-24 AND ONWARDS)	%
	Objective	
Unit :-1	Spread Sheet Package Concepts of Worksheet, applicability and importance of MS-Excel. File Menu: New, Print Preview, Print. Edit Worksheet: Find, fill series, Paste Special, clear. Insert Tab: Auto Text, Chart, Function, and Object. Home Tab: Formatting, Font, Paragraph, Conditional formatting, Style. Data Tab: Sort, Form, Subtotal, Validation, and Text to column. View Tab: Freeze Panes, Split window, arrange window. Tool: Protection, Goal Seek, Solver. Functions: Statistical: AVERAGE, AVERAGEA, COUNT, COUNTA, COLINTIF, MAX, MAXA, MIN, MINA, MEDIAN, MODE, VAR, VARP, STDEV, STDEVP Financial: FV, PV, IPMT, IRR, NPER, PMT, RATE String: LEFT, RIGHT, MID, LEN, LOWER, UPPER, PROPER, REPLACE FIND, SEARCH, FIXED, REPT, SUBSTITUTE, CHAR, CLEAN, CODE, CONCATENATE, EXACT, TEXT, VALUE, TRIM Logical: AND, OR, NOT, IF, TRUE, FALSE, ISBLANK, ISERROR, ISLOGICAL, ISNUMBER, ISTEXT Date & Time: DATE, DATEVALUE, DAY, DAYS360, HOUR, MINUTE, MONTH, NOW, SECOND, TIME, TIMEVALUE, TODAY, WEEKDAY, YEAR Lookup & Reference: CHOOSE, VLOOKUP, HLOOKUP, ROW, ROWS, COL, COLS	50
Unit :-2	Digital Response Tool Introduction to Digital Response Tool – (A Special case study with Google Forms). – Creating a form – basic features - Adding different Question Types in Google Form - Response sheets all in one book - Document Upload - Various other settings	10
Unit :-3	Accounting Tool Create/Select/Shut Company in Tally } Getting started with Tally, Gateway of Tally } Master Preparation } Voucher types, Voucher preparation and	40

	Voucher Entry } Take examples from Financial Accounts and make it practically solved	
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NOTE: Practical should be equal weightage for both the Units (i.e Unit 1 and Unit 3)

Reference Books:

- 1. Mastering MS Office - 2000 - By Gini Courter & Abette Mar.(BPB)**
 - 2. Teach your self - Excel 2000 in 21 days - BPB Techmedia Publication**
 - 3. MS Office 2000 (Gujarati) - Venus Publication**
 - 4. Implementing Tally 7.2 - A.K. Nadhani and K.K. Nadhani**
 - 5. Tally Tutorials (Vol. I) Accounts - A.K. Nadhani**
 - 6. Tally 7.2 (Gujarati Version) - Venus Publication**
 - 7. Beginner's Guide to Google Form – Barrie Roberts**
- [hΣp://images.pcmac.org/Uploads/marshallcountysd/marshallcountysd/Divisions/DocumentsCategories/Documents/Beginner%27s%20Guide%20to%20Google%20Form_%7BSISdcf210b2670d%7D.pdf](https://images.pcmac.org/Uploads/marshallcountysd/marshallcountysd/Divisions/DocumentsCategories/Documents/Beginner%27s%20Guide%20to%20Google%20Form_%7BSISdcf210b2670d%7D.pdf)**

	VEER NARMAD SOUTH GUJARAT UNIVERSITY , SURAT	
	F.Y.B.COM SEM 2	
	COURSE TYPE: - SEC CREDIT: - 2	
	COURSE CODE –	
	COMPUTER APPLICATION – II (Office Automation and Accounting Tools) (SYLLABUS EFFECTIVE FROM ACADEMICE YEAR 2023-24 AND ONWARDS)	%
Unit :-1	Spread Sheet Package Concepts of Worksheet, applicability and importance of MS-Excel. File Menu: New, Print Preview, Print. Edit Worksheet: Find, fill series, Paste Special, clear. Insert Tab: Auto Text, Chart, Function, and Object. Home Tab: Formatting, Font, Paragraph, Conditional formatting, Style. Data Tab: Sort, Form, Subtotal, Validation, and Text to column. View Tab: Freeze Panes, Split window, arrange window. Tool: Protection, Goal Seek, Solver. Functions: Statistical: AVERAGE, AVERAGEA, COUNT, COUNTA, COLINTIF, MAX, MAXA, MIN, MINA, MEDIAN, MODE, VAR, VARP, STDEV, STDEVP Financial: FV, PV, IPMT, IRR, NPER, PMT, RATE String: LEFT, RIGHT, MID, LEN, LOWER, UPPER, PROPER, REPLACE, FIND, SEARCH, FIXED, REPT, SUBSTITUTE, CHAR, CLEAN, CODE, CONCATENATE, EXACT, TEXT, VALUE, TRIM Logical: AND, OR, NOT, IF, TRUE, FALSE, ISBLANK, ISERROR, ISLOGICAL, ISNUMBER, ISTEXT Date & Time: DATE, DATEVALUE, DAY, DAYS360, HOUR, MINUTE, MONTH, NOW, SECOND, TIME, TIMEVALUE, TODAY, WEEKDAY, YEAR Lookup & Reference: CHOOSE, VLOOKUP, HLOOKUP, ROW, ROWS, COL, COLS	60
Unit :-2	Accounting Tool Create/Select/Shut Company in Tally } Getting started with Tally, Gateway of Tally } Master Preparation } Voucher types, Voucher preparation and Voucher Entry } Take examples from Financial Accounts and make it practically solved	40

Reference Books:

1. Mastering MS Office - 2000 - By Gini Courter & Abette Mar.(BPB)
2. Teach your self - Excel 2000 in 21 days - BPB Techmedia Publication
3. MS Office 2000 (Gujarati) - Venus Publication
4. Implementing Tally 7.2 - A.K. Nadhani and K.K. Nadhani
5. Tally Tutorials (Vol. I) Accounts - A.K. Nadhani
6. Tally 7.2 (Gujarati Version) - Venus Publication
7. Beginner's Guide to Google Form – Barrie Roberts

[hΣp://images.pcmac.org/Uploads/marshallcountysd/marshallcountysd/Divisions/DocumentsCategories/Documents/Beginner%27s%20Guide%20to%20Google%20Form_%7BSISdcf210b2670d%7D.pdf](https://images.pcmac.org/Uploads/marshallcountysd/marshallcountysd/Divisions/DocumentsCategories/Documents/Beginner%27s%20Guide%20to%20Google%20Form_%7BSISdcf210b2670d%7D.pdf)