

UNIVERSITY OF MUMBAI
No.UG/ 274 of 2008.

CIRCULAR :-

A reference is invited to the Ordinances, Regulations and syllabi relating to the B.A. degree course vide this office Circular No. UG/407 of 2002 dated 19th September, 2002 and the Principals of the affiliated colleges in Commerce and the Professor-cum-Director, Institute of Distance Education are hereby informed that the recommendation made by the Board of Studies in Commerce at its meeting held on 6th February, 2008 has been accepted by the Academic Council at its meeting held on 15th April, 2008 vide item No. 4.1 and that in accordance therewith, the syllabus and pattern of question paper in Commerce Paper - I (Introduction to Commerce) at the F.Y.B.A. examination is revised as per Appendix and that the same has been brought into force with effect from the academic year 2008 - 2009.

MUMBAI - 400 032
26th June, 2008

PRIN.K.VENKATARAMANI
REGISTRAR

To,

The Principals of the affiliated colleges in Commerce and the Professor-cum-Director, Institute of Distance Education.

A.C/4.1/15/04/2008

No. UG/274-A of 2008,

MUMBAI-400 032

26th June, 2008

Copy forwarded with compliments for information to :-

- 1) The Deans/Faculty of Commerce / B.A.
- 2) The Chairman, Board of Studies in Commerce.
- 3) The Controller of Examinations,
- 4) The Co-Ordinator, University Computerization Centre,


(D.H. KATE)
DEPUTY REGISTRAR
U.G./P.G. Section.

Copy to :-

The Director, Board of College and University Development, the Deputy Registrar (Eligibility and Migration Section), the Director of Students Welfare, the Executive Secretary to the Vice-Chancellor, the Pro- Vice-Chancellor, the Registrar and the Assistant Registrar, Administrative sub-center, Ratnagiri for information.

The Controller of Examinations (10 copies), the Finance and Accounts Officer (2 copies), Record Section (5 copies), Publications Section (5 copies), the Deputy Registrar, Enrolment, Eligibility and Migration Section (3 copies), the Deputy Registrar, Statistical Unit (2 copies), the Deputy Registrar (Accounts Section), Vidyanagari (2 copies), the Deputy Registrar, Affiliation Section (2 copies), the Professor-cum-Director, Institute of Distance Education, (10 copies) the Director University Computer Center (IDE Building), Vidyanagari, (2 copies) the Deputy Registrar (Special Cell), the Deputy Registrar, (PRO) the Assistant Registrar, Academic Authorities Unit (2 copies) and the Assistant Registrar, Executive Authorities Unit (2 copies). They are requested to treat this as action taken report on the concerned resolution adopted by the Academic Council referred to in the above circular and that on separate Action Taken Report will be sent in this connection. the Assistant Registrar Constituent College Unit (2 copies), BUCT (1 copy), the Deputy Account, Unit V (1 copy), the In-charge Director, Centralize Computing Facility, (1 copy), the Receptionist (1 copy), the Telephone Operator (1 copy), the Secretary MUASA (1 copy), the Superintendent, Post-Graduate Section (2 copies), the Superintendent, Thesis Section (2 copies)

4.1
15/4/08

Enclosure to Item No.
Appendix

UNIVERSITY OF MUMBAI



Revised Syllabus
and
Pattern of Question Paper
in the subject of Commerce
Paper-I-Introduction to Commerce
at
F.Y.B.A. Examination

(With effect from the academic year 2008-2009)

Introduction to Commerce

Commerce Paper-I

SECTION-I

(Lectures)

Meaning, nature & importance of Trade, Commerce & Industry-Economic & Non-Economic activities- Classification of Industries, Trade, Commerce, Aids to trade, Importance of Commerce – Role of commerce in modern business – Objectives of business. (12)

Banks

Importance- Types of Banks – Central Bank and its functions – Functions of Commercial Banks – (Primary & Secondary) – Cheque, D. D> , M.T. , T. T., A. T. M. , E-Banking (Electronic Fund Transfers, A.T.M. S. Credit Card, Debit Cards), Phone Banking, Types of Accounts, Types of Loan accounts & procedures for opening account & taking loan, Modes of giving security (Mortgage, Charge, Pledge, Hypothecation). (12)

Insurance

Meaning, Importance, Terms used in Insurance (Insurer, Insured, Proposal, Policy, Premium, Claim,) Principle of Insurance, Double Insurance & reinsurance, Life Insurance – Meaning, Important technical words [surrender value, Paid-up value, Nomination, Assignment] Procedure for taking a policy & claim, Types of policies, Fire Insurance, Marine Insurance, Health Insurance, General Insurance. (12)

Wholesaling and Retailing – Role of wholesaler & retailers in modern business.

(09)

SECTION-II

Meaning and Features of Forms of Organization-I

Sole Trader, Partnership, (Meaning and Features), Joint Stock Company, Co-operative. (12)

Joint Stock Company I

Stages involved in the formation of company, important documents required for formation, Structural organization of JSC (Shareholders, Board of Directors, Managing Director, Auditor, and Company Secretary). (12)

Joint Stock Company II

Owned Capital (Equity Share, Preference Shares), Debt Capital (Debentures, Stock, Bonds) Issue of Shares (at par, premium & discount), Underwriting of Issue, Bonus Shares, Right Issue, Application & Allotment of shares. Membership. (09)

8. Joint Stock Company III
Company Meeting – (Statutory meeting, Annual General meeting, Board of Directors meeting, Extra Ordinary meeting), Provisions for conveying & conducting a valid meeting, Provisions relating to notice, agenda, quorum, proxy, voting, motions, resolutions, amendments, minutes. (12)

Total Lectures- (90)

REFERENCES:-

1. Bhall VK. Financial Management & Policy-Text & Cases, Anmol Publishing House, 2006.
2. Chandra Prasanna, Financial Management: Theory & Practice, Tata Mc Graw Hill, 2005.
3. Khan M. Y., Financial Management: Text, Problems & Cases, Tata Mc Graw Hill, 2005.
4. Kishore Ravi M., Financial Management- Problems & Solutions, Taxmann Publications, 2007.
5. Pandey IM Chandra, Financial Management, Vikas Publishing House, 2005.
6. Srivastava RM., Financial Management & Policy, Himalaya Publishing house, 2007.
7. Van Hornes James C., Financial Management and Policy, PHI, 2005.

Paper Pattern

(For the new syllabus from academic year 2008-2009)

F.Y.B.A.-Paper-I

- A. The paper will be 2 hrs duration carrying 50 marks.
- B. All the questions will be compulsory with each questions having internal choices.
- C. - Details of the paper will be as follows:

- Q1. Objective type questions 2 marks each. (14 Marks)
- Q2. Answer any 2 questions out of 3. (12 marks)
- Q3. Answer any 2 questions out of 3. (12 marks)
- Q4. Answer any 2 questions out of 3. (12 marks)

OR

- Q4. Write short notes on any 3 out of 5. (12 marks)

